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Davidson
County
Community
College

1995-96
General Catalog/
Student Handbook

Volume 30, Number 1, July, 1995

Published by

Davidson County Community College
P. O. Box 1287
Lexington, North Carolina 27293-1287
Telephone: 704-249-8186 or 910-475-7181

Davidson County Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees.

Membership in

American Association of Community and Junior Colleges
North Carolina Association of Colleges and Universities

Davidson County Community College is committed to the equality of opportunity through a working and learning environment that values diversity in terms of cultural and ethnic background, race, color, religion, national origin, gender, age, and disability.

For additional information or assistance regarding the College's diversity policy, contact the College's Affirmative Action and Title IX/Section 504 Officer at the address or telephone numbers provided on this page of the catalog.

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General Catalog/ Student Handbook

Davidson County Community College
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Davidson County Community College reserves the right to make changes in regulations, courses, fees, and other matters of policy and procedure as necessary and without notice. This *General Catalog/General Handbook* is not a guarantee of courses, programs, and services offered by the College.

General Information

CALENDAR
MISSION OF THE COLLEGE
SPECIAL SERVICES

ACADEMIC CALENDAR 1995-96

Summer Quarter 1995

FIRST SESSION

May	11	Thurs.	Advisement, registration, and fee payment
May	22	Mon.	First Session classes begin
May	22	Mon.	Late registration and fee payment
May	22	Mon.	Last day to add a course
May	26	Fri.	Last day for refund
May	26	Fri.	Last day of classes before Memorial Day
May	29	Mon.	No classes, faculty vacation leave
May	30	Tues.	Classes resume
June	12	Mon.	Last day to drop a course without a grade
June	12	Mon.	Last day to declare course audit
June	23	Fri.	Last day of classes before final examinations
June	26-27	Mon.-Tues.	Final examinations

SECOND SESSION

June	27	Tues.	Second Session advisement, registration, and fee payment
June	28	Wed.	Second Session classes begin
June	28	Wed.	Late registration and fee payment
June	28	Wed.	Last day to add a course
July	3	Mon.	Last day of classes before Independence Day
July	4	Tues.	Holiday; College closed
July	5	Wed.	Classes resume
July	5	Wed.	Last day for refund
July	17-21	Mon.-Fri.	Early registration for Fall Quarter
July	19	Wed.	Last day to drop a course without a grade
July	19	Wed.	Last day to declare course audit
Aug.	1	Tues.	Last day of classes
Aug.	2-3	Wed.-Thurs.	Final examinations
Aug.	4	Fri.	Faculty workday

FULL SUMMER SESSION—DAY CLASSES

May	11	Thurs.	Advisement, registration, and fee payment
May	22	Mon.	Full Summer Session day classes begin
May	22-23	Mon.-Tues.	Late registration and fee payment
May	23	Tues.	Last day to add a course
May	26	Fri.	Last day of classes before Memorial Day
May	29	Mon.	No classes, faculty vacation leave
May	30	Tues.	Classes resume
June	5	Mon.	Last day for refund
July	3	Mon.	Last day of classes before Independence Day
July	4	Tues.	Holiday; College closed
July	5	Wed.	Classes resume
July	5	Wed.	Last day to drop a course without a grade
July	5	Wed.	Last day to declare course audit
July	12-21	Wed.-Fri.	Early registration for Fall Quarter
July	28	Fri.	Last class day for three-digit courses numbered 081-299
Aug.	1	Mon.	Reading day for full summer session day, three-digit courses numbered 081-299
Aug.	1-3	Tues.-Thurs.	Final examinations for four-digit classes numbered 1100-1400
Aug.	1	Tues.	Last day for four-digit classes numbered 1100-1400
Aug.	4	Fri.	Faculty Workday

FULL SUMMER SESSION—EVENING CLASSES

May	11	Thurs.	Advisement, registration, and fee payment
May	22	Mon.	Full Summer Session evening classes begin
May	22-23	Mon.-Tues.	Late registration and fee payment
May	23	Tues.	Last evening to add a course
May	25	Thurs.	Last evening of classes before Memorial Day
May	29	Mon.	No classes, faculty vacation leave
May	30	Tues.	Classes resume
June	5	Mon.	Last day for refund
July	3	Mon.	Last evening of classes before Independence Day
July	4	Tues.	Holiday; College closed
July	5	Wed.	Classes resume
July	5	Wed.	Last day to drop a course without a grade
July	5	Wed.	Last day to declare course audit
July	12-21	Wed.-Fri.	Early registration for Fall Quarter

Aug.	1	Tues.	Last evening of classes for three-digit courses numbered 081-299
Aug.	2-3	Wed.-Thurs.	Final examinations for three-digit courses numbered 081-299
Aug.	3	Thurs.	Last evening of classes for four-digit courses numbered 1100-1400

Fall Quarter 1995

Aug.	21	Mon.	Faculty and staff orientation
Aug.	22-25	Tues.-Fri.	Faculty workdays
Aug.	22	Tues.	Advisement, registration, and fee payment, Davie Campus
Aug.	23	Wed.	Advisement, registration, and fee payment, Davidson Campus
Aug.	26	Sat.	Fall Quarter Saturday classes begin
Aug.	26	Sat.	Late registration and fee payment for Saturday classes
Aug.	28	Mon.	Fall Quarter weekday classes begin
Aug.	28-29	Mon.-Tues.	Late registration and fee payment for weekday classes
Aug.	29	Tues.	Last day to add a course
Sept.	1	Fri.	Last day of classes before Labor Day
Sept.	2-4	Sat.-Mon.	Labor Day break; no classes
Sept.	4	Mon.	Holiday; College closed
Sept.	5	Tues.	Classes resume
Sept.	12	Tues.	Last day for refund
Oct.	10	Tues.	Winter Quarter orientation for new students
Oct.	12	Thurs.	Last day to drop a course without a grade
Oct.	12	Thurs.	Last day to declare course audit
Oct.	18-24	Wed.-Tues.	Registration for Winter Quarter, Davidson and Davie campuses
Nov.	8	Wed.	Last day for three-digit courses numbered 081-299
Nov.	9	Thurs.	Advisement, registration, and fee payment for Winter Quarter, Davidson and Davie campuses
Nov.	9	Thurs.	Reading day - no classes day or evening
Nov.	10	Fri.	Classes for four-digit courses numbered 1100-1400 resume
Nov.	10-14	Fri-Tues.	Final examinations for three-digit courses numbered 081-299
Nov.	11	Sat.	Last day for Saturday classes
Nov.	14	Tues	Last day for four-digit courses numbered 1100-1400
Nov.	15-16	Wed.-Thurs.	Faculty workdays

Winter Quarter 1995-96

Nov.	9	Thurs.	Advisement, registration, and fee payment for Winter Quarter, Davidson and Davie campuses
Nov.	17	Fri.	Winter quarter weekday classes begin
Nov.	17-21	Fri.-Tues.	Late registration and fee payment for weekday classes
Nov.	18	Sat.	Winter Quarter Saturday classes begin
Nov.	18	Sat.	Late registration and fee payment for Saturday classes
Nov.	21	Tues.	Last day to add a course
Nov.	21	Tues.	Last day of classes before Thanksgiving
Nov.	22	Wed.	Faculty vacation leave
Nov.	22-26	Wed.-Sun.	Quarter break; no classes
Nov.	23-24	Thurs.-Fri.	Holiday; College closed
Nov.	27	Mon.	Classes resume
Dec.	6	Wed.	Last day for refund
Dec.	20	Wed.	Last day of classes before Christmas break
Dec. 21-	Jan. 1	Thurs.-Mon.	Christmas break; no classes
Dec.	21-25	Thurs.-Mon.	Holiday; College closed
Dec.	26-29	Tues.-Fri.	Faculty vacation leave
Jan.	1	Mon.	Holiday; College closed
Jan.	2	Tues.	Classes resume
Jan.	13	Sat.	Last day of classes before Martin Luther King, Jr. holiday
Jan.	15	Mon.	Holiday; College closed
Jan.	16	Tues.	Classes resume
Jan.	18	Thurs.	Last day to drop a course without a grade
Jan.	18	Thurs.	Last day to declare course audit
Jan.	23	Tues.	Spring Quarter orientation for new students
Jan. 31-	Feb. 6	Wed.-Tues.	Registration for Spring Quarter, Davidson and Davie campuses
Feb.	14	Wed.	Last class day for three-digit courses numbered 081-299
Feb.	15	Thurs.	Advisement, registration, and fee payment for Spring Quarter, Davidson and Davie campuses
Feb.	15	Thurs	Reading day - no classes day or evening
Feb.	16	Fri.	Classes for four-digit courses numbered 1100-1400 resume
Feb.	16-20	Fri.-Tues.	Final examinations for three-digit courses numbered 081-299
Feb.	17	Sat.	Last day for Saturday classes
Feb.	20	Tues.	Last day for four-digit classes numbered 1100-1400
Feb.	21	Wed.	Faculty workday

Spring Quarter 1996

Feb.	15	Thurs.	Advisement, registration, and fee payment for Spring Quarter, Davidson and Davie campuses
Feb.	22	Thurs.	Spring Quarter weekday classes begin
Feb.	22-26	Thurs.-Mon.	Late registration and fee payment for weekday classes
Feb.	24	Sat.	Spring Quarter Saturday classes begin
Feb.	24	Sat.	Late registration and fee payment for Saturday classes
Feb.	26	Mon.	Last date to add a course
Mar.	7	Thurs.	Last day for refund
Apr.	4	Thurs.	Last day of classes before Easter
Apr.	5	Fri.	Holiday; College closed
Apr.	5-9	Fri.-Tues.	Spring break; no classes
Apr.	8-9	Mon.-Tues.	Faculty vacation leave
Apr.	10	Wed.	Classes resume
Apr.	11	Thurs.	Last day to drop a course without a grade
Apr.	11	Thurs.	Last day to declare a course audit
Apr.	16	Tues.	Summer Quarter orientation for new students
Apr.	24-30	Wed.-Tues.	Registration for Summer Quarter, Davidson and Davie campuses
May	8	Wed.	Last class day for three-digit courses numbered 081-299
May	9	Thurs.	Advisement, registration, and fee payment for Summer Quarter, Davidson and Davie campuses
May	9	Thurs.	Reading day - no classes day or evening
May	10	Fri.	Classes for four-digit courses numbered 1100-1400 resume
May	10-14	Fri.-Tues.	Final examinations for three-digit courses numbered 081-299
May	11	Sat.	Last day for Saturday classes
May	14	Tues.	Last class day for four-digit courses numbered 1100-1400
May	14	Tues.	Last day for evening classes
May	15	Wed.	Faculty workday
May	16	Thurs.	Commencement
May	17	Fri.	Faculty workday for 12-month faculty
May	17	Fri.	Faculty vacation leave for 9-month faculty

Summer Quarter 1996

FIRST SESSION

May	9	Thurs.	Advisement, registration, and fee payment for Summer Quarter, Davidson and Davie campuses
May	20	Mon.	First Session classes begin
May	20	Mon.	Late registration and fee payment
May	20	Mon.	Last day to add a class
May	24	Fri.	Last day for refund
May	24	Fri.	Last day of classes before Memorial Day
May	27	Mon.	No classes; faculty vacation leave
May	28	Tues.	Classes resume
June	10	Mon.	Last day to drop a course without a grade
June	10	Mon.	Last day to declare course audit
June	21	Fri.	Last day of classes before final examinations
June	24-25	Mon.-Tues.	Final examinations

SECOND SESSION

June	25	Tues.	Second Session advisement, registration, and fee payment
June	26	Wed.	Second Session classes begin
June	26	Wed.	Late registration and fee payment
June	26	Wed.	Last day to add a course
July	3	Wed.	Last day of classes before Independence Day
July	4	Thurs.	Holiday; College closed
July	5	Fri.	Classes resume
July	5	Wed.	Last day for refund
July	17	Wed.	Last day to drop a course without a grade
July	17	Wed.	Last day to declare course audit
July	17-23	Wed.-Tues.	Registration for Fall Quarter
July	30	Tues.	Last day of classes before final examinations
July 31-	Aug. 1	Wed.-Thurs.	Final examinations
Aug.	2	Fri.	Faculty workday

FULL SUMMER SESSION—DAY CLASSES

May	9	Thurs.	Advisement, registration, and fee payment for Summer Quarter, Davidson and Davie campuses
May	20	Mon.	Full Summer Session day classes begin
May	20-21	Mon.-Tues.	Late registration and fee payment
May	21	Tues.	Last day to add a course

May	24	Fri.	Last day of classes before Memorial Day
May	27	Mon.	No classes; faculty vacation leave
May	28	Tues.	Classes resume
June	3	Mon.	Last day for refund
July	3	Wed.	Last day of classes before Independence Day
July	4	Thurs.	Holiday; College closed
July	5	Fri.	Classes resume
July	5	Fri.	Last day to drop a course without a grade
July	5	Fri.	Last day to declare course audit
July	17-23	Wed.-Tues.	Registration for Fall Quarter
July	26	Fri.	Last class day for three-digit courses numbered 081-299
July	29	Mon.	Reading day for full summer session day, three-digit courses numbered 081-299
July 30-	Aug. 1	Tues.-Thurs.	Final examinations for four-digit classes numbered 081-299
July	30	Tues.	Last class day for four-digit classes numbered 1100-1400
Aug.	2	Fri.	Faculty Workday

FULL SUMMER SESSION—EVENING CLASSES

May	9	Thurs.	Advisement, registration, and fee payment for Summer Quarter, Davidson and Davie campuses
May	20	Mon.	Full Summer Session evening classes begin
May	20-21	Mon.-Tues.	Late registration and fee payment
May	21	Tues.	Last evening to add a course
May	23	Thurs.	Last evening of classes before Memorial Day
May	27	Mon.	No classes; faculty vacation leave
May	28	Tues.	Classes resume
June	3	Mon.	Last day for refund
July	3	Wed.	Last evening of classes before Independence Day
July	4	Thurs.	Holiday; College closed
July	5	Fri.	Classes resume
July	5	Fri.	Last day to drop a course without a grade
July	5	Fri.	Last day to declare course audit
July	17-23	Wed.-Tues.	Registration for Fall Quarter
July	30	Tues.	Last evening of classes for three-digit courses numbered 081-299 before final examinations
July 31-	Aug. 1	Wed.-Thurs.	Final examinations for three-digit courses numbered 081-299
Aug.	1	Thurs.	Last evening of classes for four-digit courses numbered 1100-1400

MISSION OF THE COLLEGE

Purpose

Davidson County Community College is a public, comprehensive community college serving Davidson and Davie Counties. College associate degree, diploma, and certificate programs and services provide accessible, affordable, and quality postsecondary education that prepares students for employment opportunities, transfer to senior colleges and universities, and achievement of their professional or personal educational goals. Through its programs and services, the College equitably delivers lifelong higher education opportunities to citizens of its service area and supports the economic growth of the region.

History

Davidson County Community College was initially chartered in 1958 as an Industrial Education Center (IEC). Like other industrial education centers chartered in the 1950s and consolidated under the Community College Act of 1963, this center was designed to equip adults with the skills needed to move from an agricultural to a manufacturing-based economy. When the Sinclair Building opened on a 22-acre site in 1963, the Davidson County IEC enrolled 125 students in vocational and technical programs and 51 students in adult education and service programs. In 1965, the institution was chartered as Davidson County Community College. The Associate in Arts and Associate in Science were added to the existing Associate in Applied Science, Diploma, and Certificate offerings. The Davidson Campus has grown to eight buildings on approximately 97 acres.

The Davie Campus opened in the spring of 1994. The purchase of the land and funding for the first building were provided by Davie County, with support from the Town of Mocksville, business and industry, and citizens. The Davie Campus currently has one building on 45 acres, with additional facilities planned.

Today, over 14,000 students are served annually through the two campuses. The College primarily serves Davidson and Davie Counties, but also plays a significant role in the development of the Piedmont Triad region. Davidson County Community College is one of 58 colleges in the North Carolina Community College System.

Vision

The future economic and social vitality of the region will be a product of preparation and planning. Increasing social and economic diversity in the Piedmont Triad area, including Davidson and Davie Counties, and the technically advancing needs of business and industry, call for innovative and timely responses from the College. The region is becoming more interdependent and complex, both economically and socially. College credit and non-credit programs and services must be responsive to the lifelong educational needs of citizens and employers. Quality programs, custom designed to meet the needs of people and employers, will be essential to the future of the College's service area.

The global and increasingly competitive economy of the region, characterized by greater demands for efficiency, flexibility, and mastery of new technologies, confronts the College with the challenge to be active and responsive in helping bring undereducated adults into the educational and economic mainstream. These conditions challenge the College to provide programs and services which maintain the knowledge and skills of people at levels needed for job security and enhanced quality of life.

Education beyond high school has become a prerequisite to meaningful employment and improved quality of life. To address this need, the College will continue to respond to community literacy needs since a significant portion of the citizens in Davidson and Davie County can benefit from education designed to improve basic skills in reading, writing, and math.

It is anticipated that new jobs will exceed the number of new qualified entrants to the workforce. As a result, significant numbers of currently employed people will require additional training in specific technologies. It is also anticipated that Associate Degree general education courses will become increasingly important as a prerequisite for entry into employment or transfer to a bachelor's program.

The College will continue to be involved in the assessment of cultural and economic change in the community and will provide leadership in identifying and addressing service area educational needs and issues. Appropriate responses to educational needs will create a continuing need for experimentation and adoption of innovative teaching, learning, and administrative strategies for the College. As the service area becomes more diverse, the College will strive to enhance accessibility for students with diverse social, educational, and economic needs, with special emphasis on reaching minorities and women.

To maximize effectiveness in responding to service area needs, the College will increase its emphasis on cooperative relationships. Business, industry, public schools, community groups, area colleges, and governmental agencies will routinely be involved as important components of the College's service to the community.

Values

Davidson County Community College's trustees, faculty, and staff value the diversity of its student body and recognize the worth and potential of each student. The College acknowledges that students can best be served in a college environment that recognizes the importance and contribution of each student, faculty, and staff member. Students, faculty, and staff should have the opportunity to enhance their potential for purposeful, gratifying, and productive lives. Therefore, Davidson County Community College subscribes to the following beliefs and values, and endeavors to act upon them through programs and services appropriate to the College's purpose:

Commitment to Students
Belief in the importance of providing quality instructional resources and support services to enhance the growth and development of students.

Accessibility
Belief that all individuals who have the ability to benefit should have access to educational opportunities, especially minorities and persons seeking access to non-traditional career opportunities.

Excellence in Education
Commitment to high standards which are demonstrated through quality educational programs, teaching excellence, and student-centered support services; the commitment to lifelong learning by providing for the active participation of faculty and staff in professional development activities.

Contribution to the Community
Belief in the importance of an informed, responsible and active citizenry committed to the improvement of society, the environment, and the quality of life.

Diversity
Commitment to the equality of opportunity through a working and learning environment that values diversity in terms of cultural and ethic background, race, color, religion, national origin, gender, age, and disability; belief in the importance of recognizing and accommodating differences in learning styles.

Quality Learning Environment
Reocgnition of the role that faculty and staff play in creating and sustaining a quality learning environment; commitment to the importance of open and honest communications; appropriate involvement in planning and deci-

sion-making; encouragement of responsible and creative risk-taking; acknowledgment of exceptional performance; and professional development.

Accountability
Commitment to the importance of accountability for the wise and proper use of College resources.

Programs and Services

To fulfill its purpose, Davidson County Community College provides comprehensive instructional programs and services including:

Basic Skills Development
The College provides assistance to high school dropouts and other adults needing basic skills education through programs in reading, writing, and mathematics, high school completion or equivalency, English as a second language, and living skills. Students who need preparation for college-level work are provided developmental education to improve their chances for success in the programs of study.

Curriculum Programs
The College offers associate degree programs, diploma, and certificate programs that prepare students for employment opportunities, transfer to senior colleges and universities, and achievement of personal and professional goals. A close association with business and industry, the public schools, and senior institutions enables the College to maintain relevant programs that facilitate lifelong learning.

Continuing Education
Opportunities for academic, vocational, and personal development are a part of the College's commitment to life-long education. The College demonstrates its commitment to the development of its service area by providing custom-designed training and re-training through credit and non-credit courses and programs, and by meeting the diverse educational needs of the general adult population.

Instructional Support
The Learning Resource Center contains a comprehensive library that provides an environment for research, study, and leisure. An organized program of tutorial assistance supplements the instruction given in the classroom. Individualized instruction tailored to meet individual student needs is available. In addition, information systems and technology services are provided to support programs and activities at the College.

Student Support Services

The College offers student support services to meet student needs. Counseling, career planning, and mentoring programs are designed to assist individuals in setting and achieving educational goals. Financial aid, job placement, and veterans' services provide assistance with specific needs of students and the community. Student activities enable students to participate in campus life. The College's Child Development Center provides child care assistance for students, faculty, staff, and others in the community. The College works cooperatively with other community agencies and organizations in an effort to meet the needs of students.

SPECIAL SERVICES PROVIDED FOR STUDENTS/COMMUNITY

Career Counseling Services

Career counseling services are available to citizens of the area served by the College as well as to enrolled students. See page 63 for more details concerning these services.

Child Development Center

The Child Development Center opened on campus in 1981 to serve as a resource for students enrolled in the Early Childhood Associate and Child Care Worker programs. The Center, located on the ground level of the Gee Building, serves pre-school children from ages eight weeks through five years. The hours of operation are Monday through Friday from 7:30 a.m. to 5:30 p.m. The facilities are licensed by the North Carolina Office of Child Day Care and are authorized by the North Carolina Department of Human Resources.

Learning Resources Center

Located in the Grady Edward Love Building, the Center is open from 7:45 a.m. to 9:30 p.m. Monday through Thursday and until 4 p.m. on Friday. During the summer, the Learning Resources Center closes at 9 p.m. Monday through Thursday and at 4 p.m. on Friday. The Center is available for use not only by students and staff, but for citizens in the community. A variety of services is available.

Cultural Arts Program

The Cultural Arts Program at the College is one part of a larger program involving artists and institutions within the North Carolina Community College System. The North Carolina Arts Council and the North Carolina Department of Community Colleges initiated a cooperative visiting artist program in 1971. The program is made up of a wide variety of visual, performing, literary, and folk artists.

Cultural activities are designed in response to identified campus and community needs. Program formats include concerts, symposiums, lectures, demonstrations, class visits, and panel discussions and may feature artists "in residence" for several days at a time.

Admissions

ADMISSIONS REQUIREMENTS & PROCEDURES

READMISSION POLICY

TUITION & FEES

FINANCIAL AID

ADMISSIONS REQUIREMENTS & PROCEDURES

All Curriculum Programs

Any person who has a high school diploma or the equivalent or who is 18 years of age and is able to benefit from a program at the College may be admitted as a curriculum student or a special student. Admission to a specific course of study is based upon criteria developed to help the student determine his/her chances for success in that course of study. These criteria are followed to prevent loss of student time and effort as a result of unsatisfactory achievement. The college uses placement tests, academic records, occupational experiences and/or other indicators to determine the potential for success in programs offered by the college. Should a student desire a course of study but not have the appropriate educational background, developmental studies are available to prepare him/her for admission to the desired program.

The admissions procedure is essentially the same for all students applying for associate degree, diploma, and certificate programs; however, several programs have additional requirements which are described with the programs in the Curriculum Programs section of this catalog. An abbreviated procedure has been developed for Special (non-degree) Students; i.e., students not working towards an associate degree, diploma, and specific certificates from Davidson County Community College (see Special Students section). Refer to the Continuing Education Students section for admissions information about continuing education courses.

The College welcomes the opportunity to have a personal interview with each prospective student at his/her convenience. The offices are open until 8:30 p.m. Monday through Thursday and until 4:30 p.m. on Friday.

The steps in the normal admissions process are briefly outlined below. To avoid delay in completion of the application procedure, the applicant should follow instructions carefully. All forms and correspondence should be addressed to: Office of Admissions, Davidson County Community College, P. O. Box 1287, Lexington, NC 27293-1287.

1. The applicant should complete and sign the Application for Admission and return it to the Admissions Office.
2. The applicant should have his/her high school counselor or principal complete and mail a copy of his/her official high school transcript to the Admissions Office. The applicant will also need to remind his/her counselor to send his/her final grades to the College upon graduation from high school. If the applicant received the GED or graduated from

Adult High School, he/she will need to have those records sent to the Admissions Office as well as the high school record if the applicant attended beyond the eighth grade.

3. The applicant should request that any previously attended college, university, technical institute, or institution of higher education send directly to the Admissions Office an official transcript of work completed. "Faxed" transcripts are not official.
4. North Carolina law requires that to qualify for instate tuition a legal resident must have maintained his/her domicile in North Carolina for at least the 12 months immediately prior to his/her application as a resident for tuition purposes. Accordingly, every applicant for admission or re-admission to Davidson County Community College must complete the residency information requested when applying for admission.
5. All prospective students who wish to obtain a degree, diploma, or certain certificates are required to take the college's placement test or to submit acceptable scores on the SAT, ACT, or ASSET tests. Students who provide transcripts showing successful completion of a freshman English and a freshman mathematics course equivalent to the courses required at DCCC may also be exempted. After the applicant files application, he/she will be notified in writing when to take the placement test. Specific program testing requirements are shown in the table that follows:

Transfer Connection

Program	Credentials Awarded	Day	Evening	Placement Tests Required	High School or Equivalent Background
Liberal Arts, page 118	Associate in Arts Degree (A.A.)	●	●	Yes	Algebra I & II, Geometry applies to A.A. & A.S.
Mathematics and Science, page 118	Associate in Science Degree (A.S.)	●	●	Yes	
Pre-Engineering, page 124					
Selected Associate in Applied Science Programs, page 126	Associate in Applied Science Degree	●	●	Yes	

Occupational Connection

Program	Credentials Awarded	Day	Evening	Placement Tests Required	High School or Equivalent Background
Accounting	Associate in Applied Science Degree	●	●	Yes	
Accounting	Diploma	●	●	Yes	
Bookkeeping Emphasis	Certificate	●	●	Yes	
Administrative Office Technology	Associate in Applied Science Degree	●	●	Yes	
Word Processing Emphasis	Certificate	●	●	Yes	
Medical Word Processing	Certificate	●	●	Yes	
Air Conditioning, Heating & Refrigeration	Diploma	●		Yes	
Air Conditioning & Heating Emphasis	Certificate		●	No	
Advanced Air Conditioning	Certificate		●	No	
Associate Degree Nursing	Associate in Applied Science Degree	●		Yes	Algebra I & Chemistry Recommended
Automotive Mechanics	Diploma	●		Yes	
Electrical Systems Emphasis	Certificate		●	No	
Engines Emphasis	Certificate		●	No	
Basic Law Enforcement Training	Certificate	●	●	Yes	
Business Administration	Associate in Applied Science Degree	●	●	Yes	
Business Computer Programming	Associate in Applied Science Degree	●	●	Yes	
Child Care Worker	Diploma	●		Yes	
Computer Engineering Technology	Associate in Applied Science Degree	●		Yes	Algebra I & II, Geometry
Cosmetology	Diploma	●	●	Yes	
Criminal Justice	Associate in Applied Science Degree	●	●	Yes	
Drafting—Mechanical	Diploma	●		Yes	
Basic Drafting Procedures Emphasis	Certificate		●	No	
Early Childhood Associate*	Associate in Applied Science Degree	●		Yes	
Electromechanical Technology**	Certificate	●	●	Yes	Algebra I & II, Geometry
Electronic Servicing	Diploma**	●		Yes	
Troubleshooting Fundamentals Emphasis	Certificate		●	No	
Consumer Electronics Emphasis	Certificate		●	No	

Occupational Connection

Program	Credentials Awarded	Day	Evening	Placement Tests Required	High School or Equivalent Background
Electronics Engineering Technology	Associate in Applied Science Degree	●	●	Yes	Algebra I & II, Geometry
Fire Protection Technology***	Associate in Applied Science Degree		●	Yes	Algebra I & II, Geometry
General Occupational Technology	Associate in Applied Science Degree	●	●	Yes	Algebra I & II, Geometry
General Technology Curriculum Core	Certificate	●	●	Yes	
Health Information Technology	Associate in Applied Science Degree	●	●	Yes	Chemistry Recommended
Human Resources Management Technology	Associate in Applied Science Degree	●	●	Yes	
Industrial Electrical/Electronic Technician	Associate in Applied Science	●	●	Yes	Algebra I Required in A.A.S. and diplomas Algebra II Recommended
Electrical	Diploma	●	●	Yes	
Maintenance Supervision	Diploma		●	Yes	
Control Systems	Certificate		●	No	
Basic Wiring	Certificate		●	No	
Advanced Wiring	Certificate		●	No	
Maintenance/Troubleshooting	Certificate		●	No	
Industrial Maintenance					
Air Conditioning & Electrical Emphasis	Certificate		●	No	
Machinist & Welding Emphasis	Certificate		●	No	
Machinist	Diploma	●		Yes	
Basic Machining Procedures Emphasis	Certificate		●	No	
Medical Assisting Technology	Associate in Applied Science Degree	●		Yes	Biology Recommended
Medical Laboratory Technology****	Associate in Applied Science Degree	●		Yes	Algebra I & II, Geometry, Chemistry Required
Microcomputer Systems Technology	Associate in Applied Science	●	●	Yes	
	Certificate	●	●		
Nursing (see Associate Degree Nursing)					
Paralegal Technology*****	Associate in Applied Science Degree	●	●	Yes	
Real Estate Emphasis	Certificate	●	●	Yes	
Pharmacy Technology	Certificate	●		Yes	Algebra I Required Chemistry Recommended
Phlebotomy	Certificate	●		Yes	
Plastics Manufacturing Technology	Associate in Applied Science Degree	●	●	Yes	Algebra I & II, Geometry
Welding				No	
Basic Welding Procedures Emphasis	Certificate		●		

*First-year courses same as Child Care Worker.
Second year available at neighboring community colleges or at DCCC when there is sufficient demand.

**Program offered when there is sufficient demand.

***Offered in cooperation with Guilford Technical Community College.

****Available beginning August, 1996.

*****Also available through a cooperative program at Guilford Technical Community College, Forsyth Technical Community College, Rockingham Community College, and Rowan-Cabarrus Community College.

Note: An academic quarter is approximately 11 weeks in length.

6. After the College has processed the placement test results, the Director, Admissions and Student Records will notify the applicant as to his/her test results and recommend an appointment with a college counselor to assist him/her in evaluating his/her educational and career objectives.
7. Admission to a specific College program is determined by available space and ability criteria established for each program. Information on specific program criteria is available from the Admissions Office or the Counseling Center.

Admission Requirements for Selected Programs

Specific admission requirements and policies for the following programs can be found on the pages identified below.

Associate Degree Nursing Program - page 144

Child Care Worker - page 162

Early Childhood Associate - page 178

Health Information Technology - page 200

Medical Assisting Program - page 224

Medical Laboratory Technology - page 228

Pharmacy Technology Program - page 240

Phlebotomy - page 242

Continuing Education Students

For admission to Continuing Education non-credit courses, it is recommended that the student be at least 18 years of age. See the section beginning on page 317 for additional information on Continuing Education Courses.

International Students

The College cannot encourage the admission of international students for whom the lack of permanent residency and/or difficulty with the English language is a factor in adjustment to college work. In order for anyone to apply to the College as an international student, the following regulations apply:

1. An international student is defined as one for whom an I-20 (student visa) form must be issued.
2. Anyone wishing to apply for admission as an international student whose native language is not English must first make arrangements through the American Consulate in his/her own country to take the

Test of English as a Foreign Language (TOEFL). No international applicant can be approved for admission (even if he/she meets all other requirements) until a satisfactory score of 500 or higher is received by the Admissions Office.

3. All international applicants must meet all regular admissions requirements.
4. All official transcripts sent to the Admissions Office must have English translations.
5. All international applicants must submit evidence of adequate financial resources to support them throughout their educational program including evidence of satisfactory housing and transportation arrangements. The documentary evidence must be in the form of either a statement signed by a bank official on bank stationery in English from the individual's bank in the home country that he/she has access to $7,500 plus out-of-state tuition and fees for one year or a signed notarized statement from the bank of a sponsor who is a U.S. citizen that the sponsor has access to $7,500 plus out-of-state tuition and fees for one year and a signed notarized statement of intent to provide support from the sponsor. Federal and state funds for financial assistance to international students are not available.
6. International students are required to observe the regulations of the United States Immigration and Naturalization Service, as well as those of the College.
7. A person holding a student (F-1) visa cannot be classified as a North Carolina resident for tuition purposes and shall be required to pay out-of-state tuition.
8. If an international student owes any debt to the college, he/she will not be allowed to enroll at the College the following quarter and will thereby jeopardize his/her F-1 student status.
9. International students wishing to transfer to DCCC from another United States institution must complete all application procedures at least 60 days prior to the beginning of the quarter in which they wish to enroll.

Special Students

An applicant to the College who wishes to enroll in one or more credit-curricular course(s) but who does not plan to pursue a degree or diploma may be accepted and may enroll as a special student. When he/she has accumulated 12 hours of course work, the student will be invited for an interview with his/her counselor in order to discuss long-range plans and objectives and to determine whether the special student status should be continued.

High School Students

A high school student who is at least 16 years of age may enroll in credit courses at the college under the following provisions:

1. Student's enrollment must be recommended by chief administrative school officer and approved by the College's Director, Admissions and Student Records;
2. Student's program must be approved by school principal and the College's Director, Admissions and Student Records; and
3. Principal must certify that student is taking at least three (3) high school courses and is making appropriate progress toward graduation; or must certify that student took at least three (3) high school courses during the preceding year and made appropriate progress toward graduation.

READMISSION POLICY

All Curricular Programs

Davidson County Community College recognizes that circumstances may cause a disruption in the progress of a student toward the completion of his/her course of study and that the student may find it necessary to withdraw from his/her program of study or from the College. The student is encouraged, when the circumstances which caused the disruption in academic progress have been corrected, to apply for readmission to the program and/or the College in order to successfully complete his/her course of study.

Associate Degree Nursing Program

Students who begin their nursing education at DCCC are given priority for re-admission over applicants who apply for admission with advanced standing via transfer credit.

Re-entry into the nursing program is contingent upon space being available in the clinical component of the program and budget allocations. Qualified applicants re-enter with appropriate placement as determined by the applicant's prior academic record and/or nursing curriculum changes. Readmission to the program is limited to one time. Other information about the nursing program can be found on pages 143-146.

Medical Assisting Program

Re-entry into the medical assisting program is contingent upon space being available in the laboratory component of the program and budget allocations. Qualified applicants re-enter with appropriate placement as determined by the applicant's prior academic record and/or medical assisting curriculum changes. Readmission to the program is limited to one time.

Medical Laboratory Technology Program

Readmission policy to be developed.

Pharmacy Technology Program

Re-entry into the pharmacy technology program is contingent upon space being available in the laboratory component of the program and budget allocations. Qualified applicants re-enter with appropriate placement as determined by the applicant's prior academic record and/or pharmacy technology curriculum changes. Readmission to the program is limited to one time.

Phlebotomy Program

Re-entry into the phlebotomy program is contingent upon space being available in the laboratory component of the program and budget allocations. Qualified applicants re-enter with appropriate placement as determined by the applicant's prior academic record and/or phlebotomy curriculum changes. Readmission to the program is limited to one time.

TUITION & FEES

Since the school receives financial support from local, state, and federal sources, tuition is kept at a minimum. Tuition charges are set by the State Legislature and are subject to change without notice. The tentative tuition schedule for 1995-96 is summarized below.

Tuition & Fees for Students Enrolled In Curriculum Programs

Tuition

Credit Hours	NC Resident/ In-State Tuition	Credit Hours	NC Resident/ Out-of-State Tuition
1	$13.25	1	$107.50
2	26.50	2	215.00
3	39.75	3	322.50
4	53.00	4	430.00
5	66.25	5	537.50
6	79.50	6	645.00
7	92.75	7	752.50
8	106.00	8	860.00
9	119.25	9	967.50
10	132.50	10	1,075.00
11	145.75	11	1,182.50
12	159.00	12	1,290.00
13	172.25	13	1,397.50
14 or more	185.50	14 or more	1,505.00

Fees

Fee	Student Contact-Hour Load		
	12+	7-11	1-6
Student Activity Fee	$8.00	$5.50	$3.00
Accident Insurance Fee	1.05	1.05	1.05
Total	**$9.05**	**$6.55**	**$4.05**

No tuition nor fees are charged to individuals 65 years of age and older or to students enrolled concurrently in a North Carolina high school and Davidson County Community College.

STUDENT ACTIVITY FEE

The student activity fee is administered by the Student Government Association (SGA) and used to sponsor various student organizations and activities including festivals, cultural events, dances, scholarships, etc.

GENERAL COLLEGE FEES

General college fees are used to cover the cost of such expenses as those associated with student parking, degrees, diplomas, special programs and events, etc.

TEXTBOOKS AND SUPPLIES

Cost of textbooks and supplies are additional expenses for which the student should plan. These expenses vary according to the program of study and the number of courses taken but range from $150.00 to $500.00 per quarter. These items may be purchased from the college bookstore.

ACCIDENT INSURANCE

Insurance covering accidents on campus or at College-sponsored events is available to all enrolled curricular students. Information on the insurance is available from the Dean, Student Development Services or the Business Office in the Student Center. Insurance forms are available from the Dean, Student Development Services.

Tuition And Fees For Students Enrolled In Continuing Education Programs

Continuing Education courses carry a registration fee varying from $15 to $35 per course hour per person depending upon the type of course offered. See page 326 for additional information on Continuing Education Fees.

North Carolina Residence For Tuition Purposes

To qualify for in-state tuition a legal resident must have maintained his/her domicile in North Carolina for at least the 12 months immediately prior to his/her classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his/her presence in the

State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual. (G.S. 116-143.1).

College regulations concerning the classification of students by residence, for purposes of applicable tuition differentials, are set forth in detail in *A Manual To Assist The Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.* Copies of the Manual are available on request from the Director, Admissions and Student Records. A student dissatisfied with the decision rendered by the College concerning his/her residency has the option to appeal in writing to the Dean, Student Development Services. Should he/she not be satisfied with the Dean's decision, he/she may appeal in writing to the N.C. State Residence Committee whose decision is final.

Refund Policy

Tuition refunds shall not be made unless it is necessary for the student to withdraw from class for unavoidable reasons.

In such cases, seventy-five percent (75%) of the tuition paid may be refunded if the student withdraws on or before the thirty percent (30%) date of the course/quarter.

No refund may be given after the thirty percent (30%) date. A full refund will be made if the student withdraws before the first class meeting. No refund shall be made for any amount less than five dollars ($5.00).

REFUND POLICY—FINANCIAL AID

Recipients of Pell Grant Funds who find it necessary to withdraw before attending classes will have their tuition refunded to the Pell Grant. If the recipient has attended classes but withdraws within ten calendar days after the beginning of the quarter, seventy-five percent (75%) of the tuition charged to Pell will be refunded to that account.

Students who are attending Davidson County Community College in a curriculum program for the first time and who are eligible to receive Pell funds will be subject to a specific refund policy applied to Pell funds they receive in the first quarter. Tuition and fees that have been charged to a first time student's

Pell account will be refunded by the College to the Pell account based on the week of the quarter that the student withdraws up to the sixty percent (60%) date of the quarter.

FINANCIAL AID

The College will make every effort within available financial aid resources to assist talented students who lack the financial means to obtain a college education. Although the student and his/her parents are expected to make reasonable sacrifices to meet college expenses, financial assistance may be available to a student through the College in the form of scholarships, loans, work-study programs, and federal and state grants. Opportunities for financial aid, though not unlimited, are within the reach of almost every student who can show acceptable academic achievement, graduation from high school or a GED, and financial need. The student who realizes that he/she will be unable to meet college expenses without assistance should take early initiative in seeking information from the Financial Aid Office. Students enrolled in diploma and degree courses of study, Pharmacy Technology, and General Technology curriculum core may be eligible for assistance.

Scholarships

Funds from the DCCC Foundation, local individuals, business organizations, civic, and service organizations are made available to the College each year in the form of scholarships. While some scholarships are restricted to students enrolled in specific programs and those whose parents are employees of specific business organizations, most scholarships are unrestricted and are made available to students who demonstrate need.

Grants

The Federal Pell Grant Program makes funds available for eligible students attending Davidson County Community College. A student may apply for a Pell Grant by completing a form called Free Application for Federal Student Aid (FAFSA). To be eligible, a student must enter an approved college program and be enrolled in that program. Satisfactory academic progress is required to continue to receive federal financial assistance.

Work-Study

Federal work-study funds provide work opportunities on campus for curriculum students who can demonstrate financial need. Eligibility is determined by information provided on the FAFSA, and students usually work on campus for 10 to 15 hours per week.

Student Loans

The Financial Aid Office furnishes information regarding student loans to interested individuals. An educational loan program operated by the North Carolina State Education Assistance Authority and local banks is the most often utilized source of student loans. Completion of the FAFSA is required prior to loan application.

Emergency Aid

Any student who is finding it difficult to continue his/her education due to financial difficulties should see the College's Coordinator, Financial Aid to explore potential financial assistance.

Department of Veterans Affairs

The College is approved for the training of eligible veterans, dependents, and reservists. Anyone seeking such benefits should either contact the Department of Veterans Affairs Regional Office, 251 North Main Street, Winston-Salem, North Carolina 27155, Telephone (toll-free): 1-800-827-1000 ; or the College Veterans' coordinator.

Individual Referral Scholarship Program

The Individual Referral Scholarship Program is a federally sponsored scholarship for Associate in Applied Science, Diploma, and Certificate students with a proven financial need. The Individual Referral Scholarship Program may cover the cost of tuition, books, and supplies. Applicants must be:

1. full-time student;
2. economically deserving; and
3. enrolled in a curriculum of existing or anticipated skill shortages.

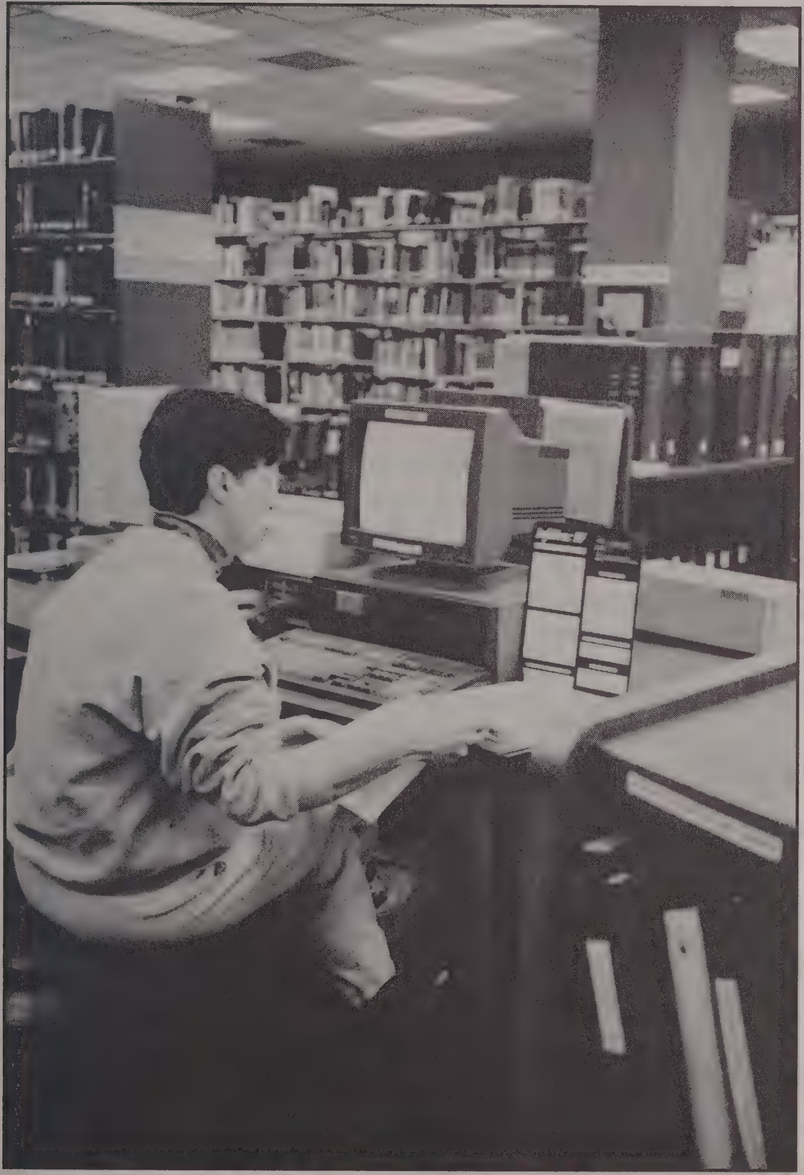
All applicants must apply through Davidson County Employment and Training (DCET), 845 E. Center St., Lexington, N.C.; or through the JTPA office in the applicant's county of residence.

Admissions

Scholastic Standards

SCHOLASTIC STANDARDS

ACADEMIC STANDING



SCHOLASTIC STANDARDS

Davidson County Community College operates under an “Open Door” policy. Anyone who completes the application process and can benefit from any of the programs offered at the College may be accepted to a program compatible with his/her abilities. Each student may be evaluated in order to identify his/her ability and achievement levels and each student is given opportunities to succeed.

The College has adopted academic policies which are intended to help the student achieve reasonable and realistic goals. Each student is expected to make satisfactory progress toward reaching those goals.

Philosophy of Grading

The faculty and staff of the College are committed to helping each student understand the level of academic progress expected and how that level may be reached. Grading practices are designed to keep the student informed of his/her academic progress and to inform the student when he/she is falling behind and needs to improve his/her efforts.

The Grade Report

One source of feedback to the student is the grade report which he/she receives after the end of each quarter. The grade report includes the following: 1) the grades made in each course, 2) the number of credit hours attempted, 3) the number of credit hours passed, 4) the number of quality points earned, and 5) the grade point average for that quarter. In addition, a summary is provided showing the previous quarter's grade point average and cumulative program hours and grade point average. In order to calculate the grade point average, the number of quality points is divided by the number of attempted hours.

Rights and Responsibilities

Students, instructors, administrators, advisors, and counselors have certain rights and responsibilities in order to insure that the DCCC grading system is used to improve academic performance.

The student has the following rights:

1. to know the basis for his/her evaluation in each course;
2. to appeal a grade;
3. to have all policies and procedures which he/she does not understand explained simply and completely;
4. to be able with reasonable effort to make arrangements for appointments with instructors, administrators, and other staff members; and
5. to be informed of his/her academic progress.

The student has the following responsibilities:

1. to make a reasonable effort to meet all course requirements for each course taken;
2. to meet with his/her instructor(s), advisor and/or counselor from time to time and particularly at the first indication of academic difficulty;
3. to set realistic educational goals with the help of an instructor, advisor, and/or counselor;
4. to make arrangements with his/her instructor to complete necessary work and to remove an incomplete ("I") grade within the time allowed;
5. to know and follow the procedures of the College when withdrawing from a course and/or from the College;
6. to meet periodically with his/her advisor to review his/her progress toward graduation; and
7. to understand and follow all academic policies and procedures of the College as presented in the college catalog and to ask for help when he/she does not understand.

The instructor has the following rights:

1. to define performance requirements for specific grades;
2. to determine the best methods of presenting materials in courses; and
3. to expect reasonable effort on the student's part to meet course requirements.

The instructor has the following responsibilities:

1. to evaluate grading procedures periodically;
2. to inform students at the beginning of the course of the objectives of the course and the grading system to be used;
3. to investigate new and different ways to teach and evaluate students;
4. to provide students with opportunities for individualized advice and counsel;
5. to maintain an atmosphere that facilitates learning; and
6. to maintain a relationship and rapport with students that facilitates learning.

Advisors, counselors and administrators have the following rights:

1. to have access to student records;
2. to receive a response regarding the disposition of referrals made to other programs and/or services in the College; and
3. to be provided with needed materials and information.

Advisors, counselors and administrators have the following responsibilities:

1. to provide means whereby students are informed of any policy and procedural changes;

2. to provide the necessary time, resources and facilities needed for teaching and learning to take place;
3. to provide a grade appeal process;
4. to provide appropriate counseling and advisement services;
5. to provide leadership in continuing development and evaluation of a standard grading system; and
6. to respect the confidentiality of the student's records.

Student Classification

The following student classification system is used by the College:

1. **Full-time:** A student who is enrolled for 12 or more quarter hours of coursework.
2. **Part-time:** A student who is enrolled for less than 12 quarter hours of coursework.
3. **Freshman:** Any student who has earned fewer than 39 quarter hours of credit.
4. **Sophomore:** A student who has earned 39 or more quarter hours of credit.

Attendance Regulations

Each instructor may set specific attendance requirements and can drop a student for excessive absences.

Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions. Each student has the full responsibility for accounting to his/her instructor for any class missed. The instructor determines if the work missed can be made up.

The student is expected to see his/her instructor at the earliest possible time when returning to college to arrange to make up any work missed. However, a student who can anticipate an absence should contact his/her instructor prior to the absence when possible.

Any student receiving veteran's benefits who fails to attend class for a period of one week without notifying the instructor will be reported to the Veteran's Coordinator immediately indicating the last day of attendance.

Course Numbering

Courses are numbered in accordance with the following system:

1. Developmental studies courses are indicated by a three-letter prefix and numbers range from 081-099. Developmental studies courses do not earn academic credit.

2. Associate in Arts, Associate in Science, and Associate in Applied Science level courses are indicated by a three-letter prefix and numbers range between 100-299.
3. Diploma and certificate level courses are indicated by a three-letter prefix and numbers 100-299 or 1000-1999.
4. Continuing education courses beyond high school are indicated by a prefix and numbered 2000-3000.

Course Load for Veterans, Dependents, and Reservists

A student enrolled in a college program and receiving Department of Veterans Affairs benefits is required to carry 12 credit hours in course work each quarter in order to receive full educational benefits. Any student enrolled for 3/4 or 1/2 of the full-time requirements mentioned above is eligible for proportionate compensation. Additional information is available from the College Veteran's Coordinator at the College.

Course Load Policy

A student who carries twelve (12) or more quarter hours of course work is considered a full-time student. Registration in excess of 20 credit hours, including contact hours for developmental courses, requires a written permission of the student's advisor and the advisor's division chairperson. Students who work should adjust their course loads accordingly.

Transfer Credit

A transfer student is a student entering the College who has attended another institution. In addition to submitting all other required application materials, students must have official transcript(s) sent directly to the College by the institution(s) which originally granted the credit.

Davidson County Community College will consider granting credit for work done at all institutions of higher education which are accredited by the Southern Association of Colleges and Schools and other regional agencies recognized by the Council on Postsecondary Accreditation. Courses submitted for transfer credit must be equivalent to offerings at DCCC. Time limitations may restrict the transfer of some courses into the College if it is determined that course material is outdated. Decisions regarding the transfer of credit for nursing courses will be made by the ADN program director.

The College normally does not grant credit for a course in which a student earned a grade of "D" at another institution. However, a transfer student may be given credit for a sequence course taken at another institution if the student's overall grade point average in the sequence is at least a “C”. Transfer students must pass at least twenty-five percent of the required quarter hours of credit at the College in order to be eligible to graduate with a degree, diploma, or certificate. Grade point average for graduation, honors, and continuing enrollment is computed on courses taken at Davidson County Community College.

Credit Through Testing and Advanced Placement

The College gives advanced placement credit to students who have demonstrated ability to do advanced work through past academic achievement and/or placement tests. Credit for prior learning is awarded in accordance with several means of evaluation including: the College's admissions placement tests, College administered challenge exams, the College Level Examination Program (CLEP) and the Advanced Placement Program (AP) of the College Entrance Examination Board, the Proficiency Examination Program (PEP) of the American College Testing Program, the United States Armed Forces Institute (USAFI), Defense Activity for Non-Traditional Educational Support (DANTES) courses and subject standardized tests, Armed Forces Services courses and high school course work identified through articulation agreements.

CREDIT THROUGH ADMISSIONS PLACEMENT TESTING

Students who score 295 or higher on the Nelson Denny Reading test or 40 or higher on the ASSET Reading test receive credit for REA 1101 or REA 1102, Reading Improvement if required in their curriculum. A grade of "CE" (Credit by Examination) and two (2) or three (3) credit hours are awarded as appropriate to the student's program of study. No quality points are awarded and the grade is not included in the grade point average.

COLLEGE ADMINISTERED CHALLENGE EXAMINATIONS

A student who is currently registered at the College and who can document evidence of possible proficiency in a subject may request a challenge examination to measure competency in that subject. The performance on such an examination must be "C" or above in order to earn credit. A student who successfully completes a challenge examination will be awarded a grade of "CE" and credit hours for the course, but quality points will not be awarded and the grade is not included in the grade point average.

In order to take the examination for credit the student must:

1. secure a Credit by Examination Form from the advisor and obtain his/her signature (this signature simply attests to the fact that the student is requesting a challenge examination);
2. present evidence that previous experience or training indicates probable success on the examination to the instructor of the course and the chairperson of the division in which the course is offered and obtain their signatures (these signatures approve the request for the challenge examination); and
3. register for the course and pay tuition at the same rate as for other courses.

Courses which may be completed through credit by examination will be determined by each division. Only those course listed in the current catalog may be taken for such credit and only for the amount of credit listed. A student may challenge a course only once; if not successful, the student must complete the course in order to earn credit.

Challenge examinations may be taken during any quarter and taken at any time during the quarter that is mutually convenient for both the instructor and the student. Courses not scheduled in a current quarter may also be taken through a challenge examination.

The Student Records Office will forward the results of the examination to the student.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program is a national testing program of the College Entrance Examination Board through which a person may obtain college credit in a particular subject area by demonstrating proficiency on an examination. The CLEP General and Subject exams are administered by area colleges and public libraries. Information about test sites is available in the Learning Resources Center. There is a charge for each exam and pre-registration is required. The College awards credit for the subject area exams only. A grade of “T” (Transfer) and credit hours for the course are awarded. No quality points are awarded and the grade is not included in the grade point average.

The student shall receive credit for the Subject Examinations at the levels recommended in the current edition of *CLEP SCORES: Interpretation and Use,* College Entrance Examination Board, Princeton, NJ, as modified by College policy. The current examinations, minimum acceptable scale scores and the DCCC course equivalencies are as follows:

CLEP Subject Examinations		**Minimum Score for Awarding Credit**	**Quarter Hours of Credit Awarded**	**DCCC Course(s) for Which Credit Is Awarded**
American Literature		46	10	ENG 214, 215
Analysis and Interpretation of Literature		49	5/3	ENG 105, 112
College Composition and Essay		47	3	ENG 111
English Literature		46	10	ENG 204, 205
College French -	Level 1	41	12	FRE 101, 102, 103
	Level 2	53	24	FRE 104, 105, 106
College German -	Level 1	40	12	GER 101, 102, 103
	Level 2	48	24	GER 104, 105, 106
College Spanish -	Level 1	41	12	SPA 101, 102, 103
	Level 2	50	24	SPA 104, 105, 106
American Government		47	5	POL 201
American History I: Early Colonization to 1877		46	5	HIS 207
American History II: 1865 to the Present		45	5	HIS 208
Educational Psychology		47	5	Elective
General Psychology		47	5	PSY 201
Human Growth and Development		45	5	PSY 205
*Introductory Macroeconomics		48	3	ECO 201
*Introductory Microeconomics		47	3	ECO 203
Introductory Sociology		47	5	SOC 201
*Western Civilization I: Ancient Near East to 1648		46	3	HIS 104
*Western Civilization II: 1648 to the Present		47	3	HIS 106
Calculus with Elementary Functions		47	10	MAT 199, 200
College Algebra		45	5	MAT 111
College Algebra/Trigonometry		45	5	Math Elective
General Biology		46	12	BIO 104, 105, 106
General Chemistry		47	12	CHM 104, 105, 106
Trigonometry		50	5	MAT 112
Information Systems and Computer Applications		52	4	EDP 101
Introduction to Management		47	3	BUS 235
Introductory Accounting		47	15	BUS 211, 212, 213
Introductory Business Law		51	3	BUS 201
Introductory Marketing		48	5	BUS 239

*Examinees who take: Western Civ. I & II and score 50 or better on each will receive credit for HIS 104, 105, 106 - 9 hours credit. Intro Macro & Intro Micro and score 47 or better on each will receive credit for ECO 201, 202, 203 - 9 hours credit.

EXCEPTIONS:

(1) Subject examination credit awarded in the student's major is contingent on satisfactory performance in an advanced course in that department.

(2) A minimum of 25 percent of the required quarter hours must be completed at Davidson County Community College for a student to be eligible for a Diploma, Degree, or Certificate.

(3) Duplicate credit will not be awarded.

For information about CLEP test sites or to obtain a *Registration Guide*, contact the Instruction Center.

ADVANCED PLACEMENT PROGRAM (AP)

The College gives credit for courses in which College Entrance Examination Board Advanced Placement Examinations have been given and in which appropriate levels of competence have been demonstrated. If a student has taken Advanced Placement courses in high school and the respective examination and receives a grade of three (3) or higher on the exam, he/she can receive college credit. (Example: A score of at least 3 on the biology AP exam would entitle the student to receive 12 quarter hours credit for BIO 104, 105, and 106, General Biology.) A grade of "T" and credit hours for the course(s) are awarded. No quality points are awarded and the grade is not included in the grade point average.

PROFICIENCY EXAMINATION PROGRAM (PEP)

The Proficiency Examination Program (PEP) is a national testing program consisting of 42 examinations developed by the faculty of the University of the State of New York. The American College Testing Program (ACT) administers these tests at test centers throughout the United States and at military installations around the world (through DANTES). ACT PEP tests are available in the areas of arts and sciences, business, education and nursing and are graded either Pass-Fail, on a standard score (numerical) basis or on a letter grade basis. The minimum grades which are acceptable at the College are as follows:

Standard Score:	45
Pass-Fail:	P
Letter Grade:	C

A grade of "T" is awarded and credit hours for the course(s) are awarded. No quality points are awarded and the grade is not included in the grade point average.

UNITED STATES ARMED FORCES INSTITUTE (USAFI)

USAFI courses and tests were administered to military personnel prior to June 30, 1974. The College awards credit where applicable to the student's program of study following the guidelines of the Office on Educational Credit and Credentials (OECC) of the American Council on Education. A grade of "T" is awarded and credit hours for the course(s) are awarded. No quality points are awarded and the grade is not included in the grade point average. Official records of service personnel and veterans completing USAFI courses and tests prior to June 30, 1974 may be obtained at no cost from DANTES Contractor Representative (Transcripts), Educational Testing Service, Box 2879, Princeton, NJ 08541.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT (DANTES)

The DANTES program is a testing service conducted by the Educational Testing Service (ETS) to enable military personnel to obtain college credit for knowledge and skills acquired through nontraditional educational experiences in the Armed Forces. The College awards credit where applicable to the student's program of study following the guidelines set by the American Council on Education. A grade of "T" and credit hours for the course(s) are awarded. No quality points are awarded and the grade is not included in the grade point average. Official records for persons who completed DANTES Subject Standardized Tests after July 1, 1974 can be obtained from DANTES Contractor Representative (CLEP), Educational Testing Service, Box 2819, Princeton, NJ 08541.

ARMED FORCES SERVICES COURSES

Students who have completed Basic Training in the military are awarded six (6) quarter hours of credit in Physical Education where applicable to their program of study. A grade of "T" and credit hours are awarded. No quality points are awarded and the grade is not included in the grade point average. This credit does not fulfill the PED 100, Fitness for Life, requirement in the AA and AS degree programs. A copy of the student's DD214 form must be submitted to the Director, Admissions and Student Records, in order for credit to be awarded.

Students who have taken college-level studies while in military service may be eligible to receive credit for military course work and military occupational specialities (MOS) where such are applicable to the student's program of study. The student should complete DD Form 295, Application for the Evaluation of Learning Experiences During Military Service, and submit the application to the Education Officer at a military installation who will complete the application and mail it directly to the Admissions Office at DCCC. A U.S. Army Veteran may request the Army/ACE Registry transcript (AARTS) by completing the DA Form 5454-R, SEP 85, Request For Army/American Council on Education Registry Transcript, available in the office of the Director, Admissions and Student Records. A U.S. Air Force Veteran may request that a transcript be sent directly to DCCC from the Community College of the Air Force by writing to the Registrar, Community College of the Air Force, Building 836, Maxwell AFB, AL 36112-6655. The College awards credit where applicable to the students program of study by following the guidelines found in the current *Handbook to the Guide to the Evaluation of Educational Experiences in the Armed Services* published by the American Council on Education. A grade of "T' and credit hours for the course(s) are awarded. No quality points are awarded and the grade is not included in the grade point average.

The College has been designated a Servicemembers Opportunity College (SOC) for servicemembers who study at any regionally accredited college. While in the military service members may transfer appropriate credits to DCCC to have courses in which a "C" grade or better was earned entered on his/her DCCC transcript. A grade of "T" and credit hours for the courses are awarded. No quality points are awarded and the grade is not included in the grade point average. The College also participates in the Concurrent Admissions Program (ConAP), a joint program of the Army Recruiting Command and the College which admits new soldiers into DCCC at the time of enlistment in the Army or Army Reserves and defers enrollment for classes until completion of military service.

COLLEGE CREDIT FOR HIGH SCHOOL COURSES

Through local high school articulation agreements completion of specific high school courses may entitle a student to request and take challenge examinations to receive credit for competencies gained through the courses. The request is submitted to the Admissions Office. There is no charge for these challenge examinations. Upon successful completion of the examination credit is awarded and included on the student's transcript. A grade of "CE" and the credit hours are awarded. No quality points are awarded and the grade is not included in the grade point average.

Course Add/Drop and Withdrawal from College

While it is possible to add and/or drop a course after completion of registration, the student is expected to plan carefully his/her schedule in advance with the assistance of his/her advisor. All adds or section changes must be adjusted during the late registration period. After this period, a course may be added if there are extenuating needs and the instructor of the course approves the add. Adds must be approved by the student's advisor or counselor on official forms available in the Student Records Office.

In order to withdraw from a course, a student must submit a completed Add/Drop/Withdrawal form to the Student Records Office. This form must be signed by the instructor for the course. If the student is unable to contact the instructor, a counselor's signature is necessary. A student may withdraw from a course up to and including the published date to withdraw from a course without a grade (60 percent of the quarter). A student who withdraws from a class on or before this published date will not receive a grade in the course. After the last day to withdraw from a course without a grade, a student will receive a grade of A, B, C, D, F, S, U, P, IP, AU, CE, or I for the course, except in cases of withdrawal due to medical or emergency reasons prior to a grade being recorded. In order to declare an emergency or medical reason, the student should submit to the Dean, Instructional Services, a written request to withdraw prior to a grade being recorded. If the student is unable, due to unusual circumstances, to begin the process of requesting an emergency withdrawal prior to a grade being recorded, the written request should specify the circumstances causing the delay. The delay may not exceed one quarter. The Dean will consult with the instructor(s) in making a decision. Appeals of the Dean's decision must be made in writing to the College's President. A student allowed to withdraw for medical or emergency reasons will receive a grade of "W" for the course. If the grade has already been recorded in the student's permanent record, the student must follow the grade appeal procedure specified in the catalog.

The Grading System

In order to keep students informed of academic progress, various grades are used. Courses for which no credit is granted (preparatory courses designed to assist the student in obtaining needed academic background) are taken on a Satisfactory (S), In Progress (IP), or Unsatisfactory (U) basis. Internship courses (courses designed to allow the student to gain meaningful cooperative occupational experiences in which the employer is involved in the grading of the student) are taken on a Pass/Fail (P/F) basis.

Grade	Grade Definition	Quality Points
A	The student has, in a superior way, met the objectives established for the course by the instructor and the division involved.	4 per quarter hour
B	The student has more than adequately met the objectives established for the course by the instructor and the division involved.	3 per quarter hour
C	The student has adequately met the objectives established for the course by the instructor and the division involved.	2 per quarter hour
P	The student has met the objectives of a course designated in the college catalog as one in which students are graded pass or fail. This symbol represents hours attempted and hours earned but not computed in the grade point average.	0 per quarter hour
D	The student has minimally met the objectives established for the course by the instructor and the division involved.	1 per quarter hour
F	The student failed to meet the objectives established by the instructor and the division involved.	0 per quarter hour

I	The student has completed the major portion of the course and due to extenuating circumstances has not been able to complete all the requirements. The student should be able to complete the course with minimal assistance from the instructor. This symbol does not represent hours attempted or hours earned.	0 per quarter hour
S	The student successfully completed a preparatory course This symbol does not represent hours attempted or hours earned.	0 per quarter hour
U	The student did not successfully complete a preparatory course. This symbol does not represent hours attempted or hours earned.	0 per quarter hour
IP	The student progressed satisfactorily in a preparatory course but did not complete the requirements of the course. This symbol does not represent hours attempted or hours earned.	0 per quarter hour
AU	Audit. This symbol does not represent hours attempted or hours earned.	0 per quarter hour
W	The student withdrew after the last day to drop a course without a grade due to medical or emergency reasons. This symbol does not represent hours attempted or hours earned.	0 per quarter hour
CE	Credit by Exam. The student received credit for a course through challenge examination. This symbol represents hours attempted and hours earned but is not computed in the grade point average.	0 per quarter hour
T	Transfer Credit	0 per quarter hour
T*	Transfer Credit. Not applicable to student's college major	0 per quarter hour

Audit

A student wishing to attend a course without receiving formal credit may audit a course provided he/she has not previously audited or taken the course for credit (See Repeat of Courses, page 49). He/she must officially register for the course. Audited courses receive no credit and the grade symbol "AU" will be recorded on the student's transcript. A student auditing a course is encouraged to attend class, participate in discussions, and take examinations. Students receiving any financial aid or veterans benefits cannot count audited courses in their total hours.

To audit a course the student must:

1. discuss the option of auditing a course with the instructor, a counselor or advisor, and
2. officially register for the course in the normal registration process as required of any other course before the final date for adding courses in any given quarter. Fees for auditing a course are the same as for taking a course for credit.
3. declare an audit on a course request form or on a drop/add/reinstate form on or before the last day to drop a course without a grade.

The Incomplete Grade

When a student has completed the major portion of a course and due to extenuating circumstances has not been able to complete all the requirements, the instructor may give an Incomplete (I) grade. The student should be able to complete the course with minimal assistance from the instructor. The "I" grade does not count as hours attempted or hours earned.

Procedure:

1. The instructor will develop and present to the student a list of what is needed to remove the "I" grade. A copy of this list will be retained by the instructor. Part-time instructors will provide a copy of the list to their division chairperson at the time grades are due.
2. If the "I" grade is not removed by the end of the seventh week of the quarter following the one in which it was given, the instructor will receive a notification from the Records Office and the instructor will assign a grade (A, B, C, D, P, F, S, U) as appropriate to the course by the end of the ninth week or request through the Office of the Dean, Instructional Services a specific time extension if extenuating circumstances (such as serious illness) occur. This procedure is followed regardless of whether or not the student is enrolled.

Repeat of Courses

The repeat of courses is governed by the following:

1. **Students may repeat courses in which they receive a grade of "C" or below but cannot audit courses which they have previously audited or taken for credit. Exceptions may be granted by the instructional services office in extenuating circumstances.**
2. If a student elects to repeat a course, the last grade earned will become the grade of record regardless of whether it is higher or lower than the previous grade(s).
3. All grades received will remain on the student's transcript; but when a course is repeated, the grade(s) of previous enrollments(s) will not be used in the grade point calculation and will appear with an asterisk indicating that the grade is not included in the grade point average.
4. A student cannot receive Department of Veterans Affairs educational benefits by repeating courses in which he/she has made a "D" or above.

Grade Appeal

A student enrolled in a course at Davidson County Community College has the right to appeal a grade assigned to him/her. The following procedure will be followed by the student who desires to appeal a grade:

1. The student must schedule an appointment with the instructor who has assigned the grade, discuss the matter with him/her, asking for a review of the basis for assigning the grade. (If step 1 has already been taken, the student may proceed to step 2.) If the disagreement about the grade is resolved in this discussion, grade change action, where needed, should originate through the instructor.
2. If the disagreement is not resolved by the instructor in the above discussion, the student must, within ten school days of notification of the instructor's decision, submit to the instructor's division chairperson a written appeal stating his/her reasons for appealing the grade. Counselors and academic advisors are available to assist the student in developing a written appeal. The student will schedule an appointment with the chairperson to discuss the appeal. If the instructor is the division chairperson, this step should be directed to the Dean, Instructional Services.
3. If the matter is still not resolved, the student must, within ten school days of notification by the chairperson, request in writing that a final review be made by the Dean, Instructional Services. The Dean, Instructional Services will consult with all individuals involved. Upon recommendation by the Dean, Instructional Services, the grade in question may be set aside and declared invalid in which case the student may be re-evaluated by the division involved to establish a grade of record.

4. If after taking steps 1, 2, and 3, the student wishes to further appeal, he/she must, within ten school days of notification by the Dean, Instructional Services, appeal in writing to the President of the College. The decision of the President will be final.

The right to appeal a grade expires at the end of the quarter following the one in which the grade is assigned. When a student appeals a grade assigned by an instructor no longer employed by the College, Step One (1) does not apply.

Grade Changes

Assigning grades to a student is the responsibility of the instructor of the course in which the student is registered. Once assigned, grades may be changed only when an authorization for the change is approved by the instructor, the division chairperson of the division in which the course is taught, and the Dean, Instructional Services. The change is then submitted to the Student Records Office. In cases where the instructor cannot be consulted, the division chairperson will act in the instructor's place.

Program Changes

If a student decides to change his/her program of study he/she should discuss the program change with his/her advisor and then schedule an appointment with a counselor for assistance. The counselor will determine the student's readiness to enroll in the new program and, if so, initiate the transfer procedure and refer the student to an advisor in the new program.

When a student changes programs, the cumulative GPA will be recomputed to reflect only those specific courses applicable in the new program.

Course Prerequisites

Students must comply with the College requirements stipulating that courses may not be taken until all prerequisites have been met. There are occasions when exceptions may be deemed desirable and appropriate, but the instructor and Division Chair must approve such exceptions. Instructors should state clearly the prerequisite of the course at the initial class meeting. Students not eligible for the course should be sent to the Records Office or appropriate student services office immediately to process a schedule change.

Course Substitution

A student may apply to his/her advisor for approval of a course substitution. A course substitution requires final approval by the Dean, Instructional Services. The completed Course Substitution Form must be on file in the Records Office for audit purposes for graduation. **For Veterans Administration purposes, only two course substitutions are recommended for the entire program.**

ACADEMIC STANDING

Dean's List

For the purpose of honoring the student for outstanding scholastic achievement, the College publishes a Dean's List shortly after the end of each quarter. A student who has completed at least twelve quarter hours of credit and who has achieved a grade point average of at least 3.00 on all work attempted with no "Incomplete" and no grade lower than a "C" is placed on the Dean's List.

Phi Theta Kappa

Phi Theta Kappa is a national scholastic fraternity holding the same status in the community college that Phi Beta Kappa carries in senior colleges and universities. To be eligible for membership, a student must (a) be enrolled in an Associate in Arts, Associate in Science, or Associate in Applied Science degree program; (b) have successfully completed at least thirty quarter hours at DCCC by the end of the Winter Quarter; (c) have attained a cumulative grade point average of 3.8 or better; and (d) possess outstanding traits of character and citizenship. Students meeting these requirements are notified of their selection in April and invited to join the fraternity. Those applying to join PTK are inducted into the fraternity at a special initiation in May.

Graduation With Honors

The College recognizes students who have done outstanding scholastic work as honor graduates. Graduation with HIGH HONORS is granted to students in degree, diploma, and certificate programs who have achieved an overall grade-point average of 3.8 or higher in courses required in the program of study. Graduation with HONORS is granted to students in degree, diploma, and certificate programs who have achieved an overall grade-point average of at least 3.5 and less than 3.8.

Graduation Requirements

A student may graduate under the catalog upon which he/she enters or any subsequent catalog in effect while he/she remains in continuous enrollment. Upon changing from one curriculum to another within the college, the student must graduate under the catalog in effect at the time he/she changes or any subsequent catalog while he/she remains in continuous enrollment. Continuous enrollment excludes summer term.

Course requirements for a degree, diploma, or certificate will vary according to the curriculum. The student should refer to his/her program of study to identify the course requirements for graduation. It is the student's responsibility to obtain his/her advisor's signature on the Application for Graduation Form during the quarter immediately before the quarter in which he/she intends to graduate. The student also has the responsibility of turning in to the Student Records Office the completed and signed Application for Graduation Form.

Students transferring to the College must pass at least twenty-five percent of the required quarter hours of credit at the College in order to be eligible to graduate with a degree, diploma, or certificate. The twenty-five percent resident credit may not include transfer, correspondence, CLEP, CEEB Advanced Placement, USAFI or PEP credit.

The following policies and procedures will be used in determining the eligibility for graduation of a student at this institution:

1. A candidate for a degree, diploma, or certificate must have successfully completed all credit hours (i.e. 68, 96, 108, etc.) as specified in the college catalog for a specific degree, diploma, or certificate.
2. A candidate for a degree, diploma, or certificate must have completed all course work as set forth in the college catalog for a specific degree, diploma, or certificate except as indicated in number 4 below.
3. A candidate for a specific degree, diploma, or certificate must have earned at least a 2.0 grade point average. Only grades in those courses credited to the program for which he/she is to receive a degree, diploma, or certificate are included in the grade point average. When a student has more unrestricted elective hours than the program requires, the GPA will be calculated using elective courses with the highest grades for the specified number of unrestricted elective hours.
4. In determining a student's eligibility for graduation, the College will adhere to the above policies except that upon written recommendation of the student's advisor and the written approval of the Division Chairperson of the appropriate division as well as the Dean, Instructional Services, course requirements may be waived or substitutions allowed within the provisions of the State Curriculum Standards.
5. A student who completes the requirements for more than one award within a curriculum (certificate, diploma, degree) on one graduation date receives the highest award only.
6. A student on suspension status from the nursing program due to excessive "D" grades will not be eligible for graduation from that program.

Commencement Exercises

A commencement exercise to award degrees, diplomas, and certificates is held at the end of the spring quarter. The specific date for commencement is listed in the college calendar. All students receiving degrees, diplomas, or certificates in the spring are requested to attend commencement exercises. Students who meet graduation requirements at times other than the end of spring quarter may attend commencement exercises the following spring.

Degrees, diplomas, and certificates are ordered twice yearly, in March and June, and are received in May and August. Prospective graduates who will complete degree requirements on or before May 31 must file an Application for Graduation Form with the Student Records Office in early March and those who complete degree requirements on or before August 31 must file the Application by early June.

Commencement Marshals

The rising sophomores who have maintained the highest scholastic averages during their freshman year are honored by being named Commencement Marshals.

Academic Probation and Suspension

Academic probation refers to the status of a student who has not attained and/or maintained the achievement level required to remain in academic good standing. Academic suspension refers to the status of a student who has not attained and/or maintained the achievement level required to remain in his/her program of study. The College and the student share the responsibility to assist and enhance student learning. The student has the responsibility to make every effort to learn to his/her fullest potential. The Academic Probation and Suspension System is established for the following purposes:

1. To provide reasonable and realistic academic performance expectations against which a student may rate him/her self;
2. To provide a procedure which will help the student, faculty, and staff to focus upon the student's academic progress;
3. To provide a means of preventing and/or terminating prolonged failure; and
4. To provide a bench mark against which the institution may judge the effectiveness of its services and instructional methods.

The College uses the following criteria to evaluate the effectiveness of the Academic Probation and Suspension System:

1. Standards of the College are maintained.
2. The System is published in simple, easy-to-read language and form as a part of a comprehensive and sequential explanation of grading and academic progress.
3. Early identification of the student in academic difficulty is provided.
4. All areas of the College, including (but not limited to) the tutoring lab, career lab, Learning Resources Center, Instructional Services of the LRC, Adult Basic Education Program, Human Resources Development Program, advisement system and Student Services are used where appropriate to assist the student who experiences academic difficulty.
5. Early opportunities and reasonable periods of time are available for the advisor and the student to identify, explore, and evaluate alternative courses of action.
6. The System is fairly and uniformly administered to every student, but addresses the unique requirements within specific programs.
7. The dignity of the individual student is preserved at all times during the implementation of the System.
8. The System provides for an appeal procedure at the point of suspension and for a means of reinstatement, if warranted.
9. Formal procedures are established to periodically evaluate the effectiveness of the System.

Academic Probation andSuspension Criteria

The following is the scale used to identify the student who is placed on academic probation or suspension status:

1. **One-year Diploma and Certificate Students:**

Program Hrs. Attempted	*GPA Less Than*
Up to 1/4 of the hours required for graduation	1.25--Probation
More than 1/4 to 1/2 of the hours required for graduation	1.50--Probation 1.25--Suspension
More than 1/2 to 3/4 of the hours required for graduation	1.75--Probation 1.50--Suspension
More than 3/4 of total hours required for graduation	1.99--Probation 1.75--Suspension

2. **Two-year Associate in Arts, Associate in Science, and Associate in Applied Science Degree Students:**

Program Hrs. Attempted	*GPA Less Than*
0 - 16	1.00--Probation
17 - 32	1.50--Probation 1.20--Suspension
33-48	1.75--Probation 1.35--Suspension
49-64	1.85--Probation 1.50--Suspension
65 - 80	1.95--Probation 1.60--Suspension
81 or more	1.99--Probation 1.70--Suspension

3. **Nursing and Allied Health Programs:**
Since requirements for progression in the Nursing and Allied Health programs are in addition to the general requirements of the College, a student suspended from these programs is not necessarily suspended from the College. Students who are eligible to do so may continue in their support courses and apply for readmission to one of these programs at a later time or may elect to change their major.

- **Associate Degree Nursing students** - The above scale applies and, in addition, a nursing student is placed on probationary status in the program if the nursing student receives a final clinical evaluation of "deficient" in any nursing course. A nursing student is placed on suspension status from the program for the following reasons:
  a. fails to consistently provide safe patient care as judged by the nursing faculty
  b. presents physical or emotional problems that do not respond to appropriate treatment and/or counseling within a reasonable period of time.
  c. receives a final grade of "D" or "F" in any required course in the ADN curriculum or receives a clinical evaluation of "failing."
  d. receives a second clinical evaluation of "deficient" in any nursing course.
- **Pharmacy Technology students** - In addition, a pharmacy technology student is suspended from the program if the student receives a final grade below C in any of the following courses: PHM 101, PHM

102, PHM 103, or MAT 150. Students who are suspended from the program cannot enroll in any subsequent course which has a laboratory component (PHM 102, PHM 103, PHM 104, PHM 261, or PHM 262). Readmission to the Pharmacy Technology program is limited to one time.

- **Medical Assisting students** - In addition, a medical assisting student will be placed on probationary status in the program if the student receives a final grade of "D" in any major course (MED prefix). A student will be suspended from the program if the student receives a final grade of "F" or a second final grade of "D" in any major course. Readmission to the Medical Assisting program is limited to one time.
- **Medical Laboratory Technology students** - Academic probation and suspension criteria to be developed.

4. **Special students** - The above scale applies and all grades are computed in the grade point average.

Additional Provisions Regarding Academic Standing

It is the goal of the College to assist students in maintaining good academic standing and progress toward graduation. Policies, procedures, and services are described in the catalog as a means of informing and guiding students.

A student on academic probation or suspension may not hold elective office or serve on College committees.

A student on academic probation or suspension must complete STS 103 Student Sucess Skills unless an exception is approved.

All Davidson County Community College students who are receiving financial aid and/or veteran's benefits must maintain satisfactory academic progress as prescribed in the College *Catalog*.

Any student receiving financial aid and/or veteran's benefits who is placed on academic probation will also be placed on financial aid probation for that quarter. The student may receive financial aid for the next quarter of enrollment but at the end of the probationary quarter the GPA must be high enough to remove the student from academic probation status in order for the student to continue to receive financial aid. If the student does not progress enough to remove the probation status, he/she will not be eligible to continue to receive financial aid until such time as he/she is no longer on probationary status.

A student placed on academic suspension immediately after a prior quarter of being in good academic standing must be back in good academic standing by the next quarter of enrollment in order to continue to receive financial aid. This provision assumes that the student has been permitted through the Appeals and

Reinstatement process to continue enrollment while in academic suspension status. In certain instances the financial aid officer may take into consideration extenuating circumstances and special needs when a student is unable to meet satisfactory progress requirements. All students receiving veteran's benefits will have their aid terminated when placed on academic suspension.

Satisfactory progress is also based on whether or not a student has satisfactorily completed the required amount of credit hours toward his/her diploma or degree. All students receiving federal, state and local financial aid are required to complete their programs within the following maximum time frame and minimum credit hours passed.

Program	*At the end of*	*Minimum number of credit hours passed*
Diploma/Certificate	4 quarters	52
	6 quarters	70-80
Associate Degree	4 quarters	32
	8 quarters	64
	12 quarters	96-135

Time Limitations for Financial Aid

A student may be eligible to receive financial aid at DCCC up to a maximum of 6 quarters (1.5 years) if the student is enrolled in an eligible diploma program. He/she may be eligible to receive up to a maximum of 12 quarters (3 years) of financial aid if he/she is enrolled in an eligible associate degree program as a full-time (12 or more credit hours) student.

Implementation of Academic Probation

1. The Student Records Office notifies the student and his/her advisor of the student's probationary status.
2. The student arranges to meet with his/her advisor.
3. The advisor and student explore various measures for remediation, including but not limited to, the following:
    a. reduction in course load;
    b. referral to Student Services for individual and/or group counseling and/or career exploration;
    c. tutoring assistance;
    d. study skills course(s);
    e. career exploration course(s);
    f. guidance into another program of study;
    g. reading and/or other preparatory course; and/or
    h. reduction of nonscholastic activities

Appeals and Reinstatement

A student on academic suspension may appeal for reinstatement to the Dean, Student Development Services who will render a decision in consultation with a faculty member on the College's Appeals and Reinstatement Committee. Decisions of the Dean, Student Development Services may be appealed to the Appeals and Reinstatement (A & R) Committee. Decisions of the Appeals and Reinstatement Committee may be appealed to the President for his/her review and final disposition.

A student may be reinstated to student status in the program of study from which suspended provided:

1. The student has not enrolled in a related program of study for a minimum of two quarters and there are intervening circumstances which provide reason to believe the student may be able to achieve satisfactorily (as judged by the Dean, Student Development Services or the A & R Committee) or,
2. There has been enrollment in a related program in another educational institution with satisfactory achievement for at least one quarter (satisfactory progress judged by the Dean, Student Development Services or the A & R Committee) or,
3. The student presents evidence of extenuating circumstances (e.g. grade improvement, illness, job requirement, etc.) that in the judgment of the Dean, Student Development Services or the A & R Committee warrant the student's reinstatement. The Dean or committee may set specific requirements (such as a minimum 2.00 GPA, course load limits, mandatory tutoring, etc.) to be met by the student as a condition of continued enrollment in the program of study.

Note:

1. A student may change his/her program of study within the College and continue his/her student status provided he/she does not remain in suspended status after transcript evaluation for the new program.
2. After the second suspension, regardless of program, the Dean, Student Development Services or A & R Committee may specify no future enrollment if in his/her judgment such action is warranted.
3. In all cases decisions of the Dean, Student Development Services may be appealed to the A & R Committee, and a committee decision may be appealed to the President of the College.
4. Readmission any Health Technology program is limited to one time.

Appeals and Reinstatement Committee

The function of the Appeals and Reinstatement Committee is to hear and decide on any appeals resulting from decisions of the Dean, Student Development Services regarding Academic Suspension, and where appropriate to determine any necessary conditions of reinstatement. The A & R Committee may overturn any decision of the Dean, Student Development Services.

A decision of the A & R Committee may be appealed to the President. The President at his/her discretion may overturn any decision of the A & R Committee.

The Appeals and Reinstatement Committee is composed of:

The Dean, Instructional Services (Chairperson)
Two faculty members and one alternate appointed annually by the Dean, Instructional Services
One student and one alternate selected annually by the Dean, Instructional Services
One student and one alternate selected annually by the Student Government Association

The following procedure is used to implement an appeal after suspension:

1. The student prepares a Request for Reinstatement form which includes all pertinent circumstances. (Form is available from advisors, counselors or the Dean, Student Development Services.)
2. The petition is presented to the Dean, Student Development Services.
3. The Dean, Student Development Services provides all pertinent information and a recommended decision regarding the suspension to a faculty member on the Appeals and Reinstatement Committee for review and recommendation. A final decision is made by the Dean, Student Development Services.
4. The Dean, Student Development Services notifies the student of the decision, i.e., not to reinstate, to reinstate, or to reinstate with conditions.
5. Conditions related to reinstatement are presented in writing to the student with copies sent to the advisor and/or counselor.
6. The student may appeal the decision to the Dean, Instructional Services for a decision by the full A & R Committee and subsequently appeal to the President if the student is not satisfied with the decision of the A & R Committee.
7. The student has the right to be present at the meeting of the A & R Committee.

Student Development Services

STUDENT DEVELOPMENT SERVICES

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

STUDENT RIGHTS & RESPONSIBILITIES

STUDENT DEVELOPMENT SERVICES

The College offers a comprehensive program of student development services designed to meet the needs of part-time and full-time students. Commitment of college personnel to the concept of total student development involves extending traditional teaching/learning experiences beyond the classroom into other out-of-class teaching/learning situations which may or may not involve typical classroom activities. While student development is a college-wide priority, the primary responsibility for developing and coordinating student development services lies with the Dean, Student Development Services.

In an effort to facilitate total student development, the Dean, Student Development Services with his professional and clerical staff will be engaged in a number of student oriented activities and services such as evaluating and identifying student characteristics; matching intellectual, academic, personal, social, cultural, and physical needs of students; helping students make realistic career choices; helping students develop a greater sense of self-worth, self-confidence, and responsibility for their own behavior; helping students to be more open, honest, and trusting in their relationships with others; and helping students develop the life skills necessary to live productive and fulfilled lives.

Davie Campus Services

The Collge makes every effort to provide access to Student Development Services for students at the Davie Campus in Mocksville. Students may request assistance with services indicated in this catalog by contacting the Davie Campus or the Davidson Campus. Davie Campus personnel will assist students in obtaining information or receiving help from campus services housed at the Davidson campus.

Bookstore

The College Bookstore is located on the lower level of the Student Center and is operated as a service to the student body, faculty and staff. Textbooks, school supplies, and other course-related materials are available. The Bookstore also provides opportunities for students to sell and buy used books. A book is returnable for cash refund during Registration through the posted "Last Day for Refund" for tuition. A book purchased at a later time during a quarter has a five school-day limitation for returning for a cash refund. In either instance, the original cash register receipt must accompany the book and the book must not have any marks or writing in it.

Career Center

The Career Center assists students, alumni, and other citizens of the community in making informed career decisions and in developing well-organized job searches for satisfying employment. Career planning services are provided to students by professional counselors, other student services staff, and personnel from other divisions of the College. A library of current occupational and educational information, computer-assisted career planning and other resources are available through the Center.

Closing of School

WEEKDAYS

In case of inclement weather, the president or his or her authorized representative may close the school or begin classes at a later hour. Information on school closing or delayed starting times will be announced on the following radio and television stations:

Davidson Campus	Davie Campus
WLXN, 1440 AM, Lexington	WDSL,1520 AM, Mocksville
WWGL, 94.1 FM, Lexington	WWGL, 94.1 FM, Lexington
WMFR, 1230 AM, High Point	WSJS, 600 AM, Winston-Salem
WJMH, 102.1 FM, Greensboro	WJMH, 102.1 FM, Greensboro
WTQR, 104.1 FM, Winston-Salem	WTQR, 104.1 FM, Winston-Salem
WKZL, 107.5 FM, Winston-Salem	WKZL, 107.5 FM, Winston-Salem
WGHP-TV, Channel 8, High Point	WGHP-TV, Channel 8, High Point
WFMY-TV, Channel 2, Greensboro	WFMY-TV, Channel 2, Greensboro
WXII-TV, Channel 12, Winston-Salem	WXII-TV, Channel 12, Winston-Salem

The College's procedure for making the announcement includes assessing the condition of roads and parking lots, as well as reviewing the latest weather forecast. In the event that closing or a delayed opening time is necessary, every effort will be made to air announcements by 6 a.m. In the absence of such an announcement, the College will be open as usual.

Announcements concerning night classes will be made by 4 p.m. Cancellation of day classes will not necessarily mean that night classes are also cancelled. A separate announcement will be made unless the early morning announcement specifically states that night classes are cancelled.

Cancellation of classes on one campus will not necessarily mean that classes are also cancelled on the other campus.

Students and employees should use their personal judgment in determining if weather conditions are unsafe for traveling to class or work. On occasions when the College is open but students miss class because of exercising their judgment about road conditions, faculty will work with students.

SATURDAYS

In case of inclement weather, the president or his or her authorized representative may close the College or begin classes at a later hour. Information on closing the College or delayed starting times will be announced on the following radio stations:

Davidson Campus

WLXN, 1440 AM, Lexington
WWGL, 94.1 FM, Lexington
WMFR, 1230 AM, High Point
WSJS, 600 AM, Winston-Salem
WJMH, 102.1 FM, Greensboro
WTQR, 104.1 FM, Winston-Salem
WKZL, 107.5 FM, Winston-Salem

Davie Campus

WDSL,1520 AM, Mocksville
WWGL, 94.1 FM, Lexington
WJMH, 102.1 FM, Greensboro
WTQR, 104.1 FM, Winston-Salem
WKZL, 107.5 FM, Winston-Salem

The College's procedure for making the announcement includes assessing the condition of roads and parking lots, as well as reviewing the latest weather forecast. In the event that closing or a delayed opening time is necessary, every effort will be made to air announcements by 7 a.m. In the absence of such an announcement, the College will be open as usual.

Students and employees should use their personal judgment in determining if weather conditions are unsafe for traveling to class or work. On occasions when the College is open but students miss class because of exercising their judgment about road conditions, faculty will work with students in making up their work.

Counseling Services

Counseling services are provided by the College to aid students in determining their career and educational plans as well as to assist in resolving concerns of a personal nature which might affect progress toward educational objectives. Professionally trained counselors are available to assist day and evening students. The counselors are also responsible for other areas of student life, e.g., freshman orientation, student activities, job placement, career planning, and the career center.

Developmental Studies Placement

The College provides developmental studies for students who do not possess the skills necessary for success in the technical and college transfer programs.

The academic placement of a student by the Student Development Services Division is based upon the student's academic record and the College placement tests. Depending upon the student's needs and goals, he/she may be required to remedy deficiencies in reading, English, and/or mathematics.

Emergency Messages

The College will assume responsibility for the immediate delivery of an emergency message short of disrupting class and the on-going academic process. The College will not assume responsibility for the delivery of messages of a business and purely personal nature.

Students should notify members of their families of the following procedure when an emergency message is to be delivered:

1. The emergency message is to be delivered by telephone or in person to the Counseling Center on the second floor of the Student Center.
2. The Dean, Student Development Services or a member of the Counseling Center staff will try to locate the student and personally contact the student through the student's instructors. Every effort will be made to contact the student prior to or immediately following his/her next regular scheduled class. Only in extreme emergency cases will a class be interrupted in order to contact a student.

Family Educational Rights and Privacy Act

The College is in full compliance with the provisions of the Family Educational Rights and Privacy Act of 1974. This Act protects the privacy of education records, establishes the right of students to inspect and review their education records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Copies of the policy established by the College in compliance with the Act are available in the Student Records Office. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Student Records Office.

In complying with the provisions of the Act the College has designated the following categories of information about students as public information: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities; dates of attendance, degrees and awards received, and the most recent educational institution attended by the student.

Currently enrolled students may prevent disclosure of any of the above categories of public information under the Family Educational Rights and Privacy Act. To prevent disclosure of the information designated as public information, the student must submit a written request to the Student Records Office.

First Aid and Safety

The location of the College is such that the campuses are easily accessible to medical attention and hospital care at the hospitals of Thomasville, Lexington, and Mocksville. Public ambulances are available on a 24-hour schedule. First-aid supplies are also available to students in all shops and laboratories and in the counseling center located on the second floor of the Student Center, and at the campus receptionist area at the Davie Campus and in the Classroom/ Office Building on the Davidson Campus. In the event of accident or emergency, assistance can be obtained by contacting the Receptionist/Switchboard Operator, Security, or the Dean, Student Development Services. College policy and procedures have been developed concerning communicable diseases including AIDS. This information is available from the Dean, Student Development Services.

Food Services

Food service is available in "The Cube" on the first floor of the Student Center. Hot meals are available from 7 a.m. to 9 p.m. Monday through Thursday, and 7 a.m. to 3 p.m. on Friday. Vending machines also provide snacks, soft drinks, coffee, confections, etc.

Freshman Advisory Council

The Freshman Advisory Council, referred to as FAC, is composed each year of outstanding sophomores nominated by the faculty, staff and students and approved by the Dean, Student Development Services on the basis of character, citizenship, and scholarship. Members of the Freshman Advisory Council serve in an advisory capacity to the Student Development Services Division and assist in matters pertaining to orientation of students to college life. They assist new students in various ways in adjusting to college life. Members of this group also serve as student assistants during Freshman Orientation and at other designated times. The activities of the FAC are supervised by a faculty/staff advisor. All candidates and members of FAC must be sophomores (completed 39 quarter credit hours or more), must take at least one course per quarter, must have a cumulative 2.0 grade point average, must maintain a cumulative 2.0 grade point average, and must not be on disciplinary probation or suspension.

Job Placement Services

Job placement assistance is available to students and alumni seeking both part-time jobs and permanent positions. Services include maintenance of application files, statewide computer job bank, posting of job listings and referral to jobs, arranging on-campus interviews with potential employers, maintenance of career information, and assistance with resume preparation. The Lexington Office of the North Carolina Employment Security Commission provides job placement services for the College. The Job Placement Office is located on the second floor of the Student Center.

Parking and Fines

The College has provided for designated parking for students, faculty, and staff, handicapped, and visitors. Parking permit decals are required on all curriculum student, faculty and staff vehicles. There is no charge for parking permits. Student permits are available from the Receptionist/Switchboard Operator in the Student Center or the Dean, Student Development Services.

A fine of five dollars ($5.00) will be charged for any citation and a citation for blocking an entrance or exit may result in the vehicle's being towed away at owner's expense. In addition, should a student receive three citations for improper parking during any one quarter, he/she may be subject to additional disciplinary action as outlined in the Student Rights and Responsibilities Policy.

PARKING DECAL DISPLAY

Official parking decals and permits issued by the College must be attached to the lower right corner (passenger side) of the front windshield and on the windshield or rear fender of motorcycles.

PARKING AND DRIVING REGULATIONS

North Carolina General Statute 115D-19 authorizes and empowers the Trustees of the College to establish rules and regulations for the operations of motor vehicles on the college campus.

Three types of parking permits are available for vehicles which are to be parked on campus: FACULTY DECALS for the vehicles of authorized faculty and staff; STUDENT DECALS for student vehicles; and HANDICAPPED

DECALS for the vehicles of students, faculty, and staff incurring temporary or permanent physical disabilities. The DCCC parking and driving regulations are listed below:

1. All vehicles parked on campus by students and college employees must be registered with the College.
2. Official parking decals issued by the College must be displayed on the windshield or rear fender of motorcycles and on the lower right corner of the windshield of all other vehicles.
3. Vehicles of faculty and staff who are employed by the College must display the official FACULTY DECAL issued by the Office of the Dean, Administrative and Personnel Services.
4. Student vehicles must display the official STUDENT DECAL issued by the Office of the Dean, Student Development Services.
5. Vehicles of students, faculty, or staff which are authorized to be parked in spaces reserved for individuals with temporary or permanent physical disabilities must display the official HANDICAPPED DECAL issued by the Dean, Student Development Services.
6. Parking permits are not transferable. Parking decals must be removed by the student or staff member from a vehicle which is being sold, traded, or otherwise disposed of.
7. Parking decals and registration requirements for vehicles parked on campus by individuals attending one-day to five-day seminars, workshops, adult classes, lectures, convocations, etc. will be waived. Whenever possible, participants attending one-day to five-day events on campus will be given prior instructions to park only in available student parking area. To avoid payment of fines, participants attending one-day to five-day campus events and receiving parking citations must follow procedures enumerated on the bottom of the citation.
8. Vehicles must be parked only in the designated spaces within parking area.
9. Vehicles displaying official STUDENT DECALS must be parked only in areas designated for student parking.
10. Vehicles displaying official FACULTY DECALS should be parked in areas designated for faculty/staff parking.
11. Vehicles displaying official HANDICAPPED DECALS should be parked in spaces reserved for individuals with physical handicaps but may also be parked in any available space designated for student/faculty/staff parking when handicap spaces are filled.
12. Motorcycles must park in the designated motorcycle parking lot.
13. Loading and unloading will be permitted in “Loading Zones” and, when warranted, in “No Parking Zones” only when the vehicle is attended by driver.
14. Vehicles may not be parked in an area that is controlled or designated by a “No Parking” sign except as enumerated in 12 above.

15. Vehicles of students, faculty, and staff may not be parked in an area designated for visitors to the College.
16. Vehicles may not be parked on access roadways unless otherwise marked.
17. Vehicles may not be parked in a manner that block entrances to or exits from any building, shop area, or designated parking area.
18. Vehicles of visitors to the campus should be parked in spaces designated for visitors or in student parking areas when all visitor spaces are filled.
19. Vehicles may not be parked on the service road and area between the Finch and Sinclair buildings.
20. Vehicles must be operated in a safe manner.
21. Campus speed limit is 15 miles per hour.

Official parking decals and permits issued by the College must be attached to the lower right corner (passenger side) of the front windshield and on the windshield or rear fender of motorcycles.

PHYSICALLY DISABLED PARKING

Students needing a special parking space should see the Dean, Student Development Services for information and assistance. Spaces may be assigned on a temporary or permanent basis.

Provisions For Disabled Persons

It is the intent of the College that all courses of study be fully accessible to all qualified students. It is the student's responsibility to make his or her disability known and to request academic adjustments. This should be done in a timely manner, prior to enrollment. In order to establish the student's eligibility for services, documentation of disability may be required of all students who request academic adjustments or auxiliary aids. This documentation may include results of medical, psychological, or emotional diagnostic tests, or other professional evaluations to verify the need for adjustments or aids. Where possible, DCCC will rely on resources available from outside agencies such as the Division of Vocational Rehabilitation Services and private organizations which provide educational auxiliary aids. Requests for information and assistance should be directed to the Dean, Student Development Services.

Security and Safety

Davidson County Community College is committed to providing a safe and hazard-free work environment for all its employees. All College employees and students are responsible for taking safety seriously, preventing and/or reporting any unsafe conditions, and continuously practicing safety while performing any work or using any College facilities. The College's safety program includes accident record keeping, regular inspection of buildings and grounds, and accident/incident investigation and reporting. Essential expectations of the College safety program are that all injuries and accidents be reported immediately, personal protective equipment be used where required, hazardous conditions and other safety concerns be reported in a timely and responsible manner, and acts of vandalism, theft, and threats to personal safety be reported promptly. Accidents, incidents, or other safety concerns should be reported to the Dean, Administrative and Personnel Services. Information on first aid is found on page 63 of the Catalog. Uniformed security personnel are on duty during the day and evening. Security assistance can be obtained at the Receptionist Office located on the first floor of the Student Center.

Sexual Harassment and Consensual Relationship Policy

All members of the College are expected and requested to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the College and will not be tolerated. Anyone who violates this policy will be subject to discipline up to and including immediate termination of employment. Consensual relationships are not absolutely prohibited by the sexual harassment policy; however, because of the potential for misuse or the perception of misuse of authority, certain consensual relationships are prohibited.

POLICY

1. Sexual harassment will not be tolerated by the College. Requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by an employee constitutes sexual harassment when:
    a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or grade.
    b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions or decisions affecting a student's grade.
    c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.
2. All faculty and staff members are prohibited from having an intimate amorous relationship with any student who is under the academic supervision of that faculty or staff member. Both the fact and the appearance of such a relationship must be avoided. Academic supervision includes supervising the student in any capacity either directly

or indirectly in the classroom or as a work study student. Academic supervision also includes counseling, advising a student or student groups, and participating in award, grant or scholarship decisions. An intimate amorous relationship includes a romantic and/or sexual relationship between members of the same sex or members of the opposite sex. A relationship that is not consensual is governed by the College's sexual harassment policy.

3. Under no circumstances may a faculty or staff member have an intimate amorous relationship with any student who is a minor. This prohibition applies whether or not the relationship is consensual and whether or not the student is under the academic supervision of the faculty or staff member. A minor is anyone under the age of eighteen.
4. A faculty or staff member who is aware that he or she is violating this policy or who is aware that he or she may appear to be violating this policy is encouraged to consult immediately with the appropriate supervisor to discuss a means of resolution.

COMPLAINT PROCEDURES

Any student or employee who believes that he or she has been subjected to sexual harassment or a violation of the consensual relationship policy may file a complaint with the College Grievance Officer (Sally Dodd, Phone 704-249-8186/919-475-7181, Ext. 237, Room 215, Student Center Building). Concerns related to awareness of a violation of the sexual harassment/ consensual relationship policies may also be filed with the College Grievance Officer. Complaints involving the College Grievance Officer shall be filed with the President. Student Development Services counselors are available to help students and employees who need assistance in filing a complaint.

The College Grievance Officer, upon receipt of a complaint, shall gather the necessary information to determine if the sexual harassment/consensual relationship policy applies. If the College Grievance Officer concludes that the policy does apply, the President of the College shall be informed. Complaints involving the President shall be forwarded by the Grievance Officer to the Board of Trustees' Chairman. The President is responsible for initiating an appropriate investigation of the allegations which may include activities such as gathering necessary background information, etc., and for determining the appropriate disciplinary action in the cases where the policy is violated. The President's decision may be appealed to the Board of Trustees.

Smoking/Eating Policy

Smoking (and use of other tobacco products) is not permitted in any building on campus. Eating and drinking are not permitted in classrooms, laboratories, shops, the Learning Resources Center, the Bookstore, the second floor of the Student Center, the Student Lounge in the Student Center, and other designated areas.

Student Government Association (SGA)

All students who pay student activity fees are members of the SGA. The SGA provides opportunities to experience responsible citizenship through participation in a program of self-governance. Officers are elected each year, and freshman and sophomore students are represented in the SGA Council. The role of the SGA is to identify and represent student needs and concerns, to participate in College governance and decision-making, and to make recommendations regarding student matters. The SGA Constitution is provided beginning on page 76.

Student Lounges

In an effort to help meet the needs of commuting students, the College provides informal student lounges in the Student Center and Sinclair Building. Students are encouraged to use these areas for relaxation and study between classes. For a quieter environment, students are encouraged to make use of the Learning Resources Center.

Student Newsletter

The Student Services Department publishes *Campus Headlines* weekly in an effort to keep students and other members of the academic community informed concerning student activities, student services, student group meetings and policies relating to campus life. The *Campus Headlines* is published on Tuesday morning by the Dean, Student Development Services. Appropriate news items should be submitted to the secretary by noon on Monday preceding publication.

Student Organizations and Activities

The College encourages student involvement in all activities of student and campus life. Student activities are viewed as an important dimension of each student's experience while attending DCCC. Student organizations (clubs or activities) at Davidson County Community College are open to all students regardless of race, national origin, religion, age, sex, or handicap.

The number of student activities and student groups active on campus varies during any one academic year. The activities are determined by resources, available facilities, and student interest. The College strives to maintain a balance in the variety of activities available in view of the different needs of community college students.

The Student Development Services Division works closely with the Student Government Association (SGA), the College's academic divisions, and other groups to provide for varied opportunities for student involvement outside the classroom. Examples of these opportunities include SGA Council, intramural athletics, student publications, clubs, and social and cultural events.

All approved student clubs and organizations have faculty/staff advisors approved by the Dean, Student Development Services.

Each club or organization prepares and administers a budget which is funded in part by student activity fees allocated by the Student Government Association and approved by the Dean, Student Development Services. Club and organization officers and advisors are responsible for following college policies and rules relating to student clubs and organizations. Information related to student clubs and organizations can be found in the *Student Organization Handbook.* The handbook may be obtained from the Dean, Student Development Services, or from the Counselor/Student Activities.

Student Participation in College Decision-Making

The College encourages and provides for student involvement in institutional governance and decision-making through various means.

1. The Student Government Association (SGA) elects student representatives who provide input and recommendations to the College. The SGA Constitution approved by the Davidson County Community College Board of Trustees details the organizational structure and responsibility of the Student Government Association. Administrative and supervisory responsibility for the SGA resides with the Dean, Student Development Services. Refer to page 72 for information on the Student Government Association.
2. The SGA's elected president serves as a nonvoting member of the DCCC Board of Trustees.
3. Student involvement also occurs through membership on policy committees, advisory committees, and task forces such as Instructional Affairs, Student Affairs, and Appeals and Reinstatement.
4. Students contribute to College decision-making through involvement in the evaluation of courses and services.
5. Student involvement is promoted through on-going interactions with faculty and staff and through participation in campus clubs and organizations.

Student Publications

Davidson County Community College honors the right of free and open discussion. To facilitate responsible discussion and expression on campus, the College encourages student involvement with publications such as the literary magazine and other publications where students can develop skills in written expression. A faculty/staff advisor assists students in developing publications in a manner consistent with responsible journalism, acceptable English composition, and the stated purposes of the College. The College has established guidelines for the development and review of student publications. These guidelines are published in the *Student Organization Handbook.* Whenever the advisor of a student publication is unable to resolve issues or questions regarding a student publication, the advisor shall involve the Dean, Student Development Services in seeking a solution.

Student Permanent Records

The College maintains a permanent record on each student, including the original application information, a transcript of courses taken at DCCC, and documentation recording changes to this data.

STUDENT TRANSCRIPTS

Transcripts of the student's record will be sent to other colleges, universities, employers, and to the student himself/herself, when an official request in writing is made by the student. (Note: Transcripts sent or issued directly to a student will be stamped "Issued to Student"). A transcript request form should be filed with the Student Records Office a minimum of one week prior to the time a student wants his/her transcript mailed.

In order to assure that transcripts will not be mailed until a student has discharged all obligations to the College, the student must complete a transcript request form available in the Student Records Office. The Business Office verifies that there is no obligation due the College or notifies the student of any such obligation. After the first transcript has been requested, a charge of one dollar ($1.00) is made for each additional transcript. The College will electronically transmit unofficial copies of transcripts via facsimile (FAX) machines upon written request of the student. The $1.00 charge is applicable in the case of "faxed" transcripts.

Testing Services

The College counselors are qualified to administer and interpret specialized assessment tests. These tests are administered and interpreted to students on an individual basis as the need arises.

Tutoring Service

The College offers a tutoring program free of charge to any student referred by an instructor contingent upon the availability of a tutor. Anyone wishing tutoring help in one or more subjects should see the Tutorial Coordinator in the Learning Resources Center.

Any student on campus who has successfully completed a course or is doing well in a course he/she is presently taking may become a tutor. Tutors will be paid on an hourly basis. Persons interested in tutoring should see the Tutorial Coordinator in Room 100 of the Learning Resources Center.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Preamble

We, the students of Davidson County Community College, in order to serve as a means of communication between the administration, faculty, and student body and to provide opportunities for the development of leadership and responsibility among students, do hereby recognize the following constitution as the basis for fulfillment of our service and obligations as representatives of DCCC.

Article I - Name

The name of this representative organization shall be the "Student Government Association." Hereafter referred to as the SGA.

Article II - Purpose

The purpose of this organization is to enhance and to encourage the involvement of the students at Davidson County Community College in the common goal of self-direction and to assume responsibility for contributing to the quality of student life at the college.

Article III - Membership

Membership shall be composed of every enrolled student who pays the student activity fee, which entitles students to participate in all activities sponsored by the SGA.

Article IV - SGA Council Organization

SECTION 1. PURPOSE

The Council shall provide student leadership and encourage student participation in the campus life of the college and act as a liaison between the students and the administration, faculty, staff, and Board of Trustees of the college.

SECTION 2. COMPOSITION

The executive and legislative powers of the SGA shall be vested in the Council, which shall consist of:

A. Four Officers: President, Vice President, Secretary, Treasurer,
B. Twenty representatives: Ten Sophomore and Ten Freshmen
C. An Advisor or Co-Advisors to assist the SGA shall be selected by a quorum vote of the SGA Council and approved by the Dean, Student Development Services.
D. A staff member selected by the Dean, Student Development Services to assist the SGA.
E. Alternate Representatives (see Article VII, Section 4)

Article V - Council Voting Requirements

SECTION 1.

Council members shall be allotted one vote. In the event of a tie vote, the Vice President may require a quorum vote.

SECTION 2. MAJORITY

Fifty-one percent of the Council in attendance at any announced meeting shall constitute a majority vote.

SECTION 3. QUORUM

A. A quorum shall consist of three-fourths of the average number of Council members in attendance at the preceding three meetings.

B. A quorum vote is required for specific actions of the Council as described in Articles V, VI, VIII, IX, X, and XIII. Any officer or representative may request a quorum vote at any meeting.

C. The quorum vote will be taken at the next regularly scheduled meeting or emergency meeting called by the majority of the Council in attendance.

D. The Council member that requests a quorum vote has the responsibility to inform absent Council members of the meeting date and time when the quorum vote will be taken.

Article VI - Meetings

SECTION 1.

Generally, all meetings of the SGA Council are open to all DCCC students, faculty, staff, and members of the DCCC Board of Trustees. The SGA Council reserves the right to hold closed meetings when deemed necessary and approved by a motion to hold a closed meeting.

SECTION 2.

Meetings shall follow procedures outlined in Robert's Rules of Order.

SECTION 3.

The first Council Meeting of the academic year shall be held during the first week following the fall election.

SECTION 4.

The meeting schedule for each quarter shall be established at the first meeting of the quarter.

SECTION 5.

Regularly scheduled meetings shall be held every other week on the same day of the week at the same hour. Additional meetings shall be scheduled to provide for the participation of those with unalterable schedules. At least two meetings a month shall be scheduled.

SECTION 6.

The meeting schedule shall be published in the faculty and student newsletters and posted on the SGA bulletin board within seven class days after each schedule is determined.

SECTION 7.

The day and time of the meetings are subject to change by a quorum vote of the Council, but the amended schedule must be published and posted in compliance with Section 6.

SECTION 8.

Written proxy votes are allowed, but the attendance of students is encouraged.

Article VII - SGA Council Responsibilities

SECTION 1. DUTIES OF THE COUNCIL

A. To attend and participate in all SGA meetings.
B. To assist the officers in the performance of their duties.
C. To serve on committees by volunteering or accepting appointment.
D. To encourage the participation of all students in all open SGA meetings and committee activities.
E. To have a voice and vote in decision-making matters of the SGA.

SECTION 2. DUTIES OF OFFICERS

A. President
    1. To serve as a non-voting member of the College Board of Trustees.
    2. To act as chief officer of the SGA and make recommendations to the administration of the College concerning matters affecting students.
    3. To implement all decisions of the Council.
    4. To represent the SGA in relations with the Administration and with the students of other academic institutions.
    5. To appoint Chairpersons and members to all SGA committees, whether special or standing.
    6. To sign all documents, minutes, budgets or other measures approved by the Council.
    7. To call and preside over all general or special meetings of the student body.
    8. To approve all disbursements and requisitions of SGA funds.
    9. To serve as ex-officio member of all SGA standing and special student committees.
    10. To appoint students to college policy committees with the approval of the Council.

B. Vice President
    1. To preside over all Council meetings.
    2. To exercise the powers of the SGA President if and when the President is unable to do so.

3. To succeed to the office of President if the President for any reason cannot complete his/her term in office.
4. To keep the Council members and student body informed of all SGA matters.

C. Secretary

1. To keep the minutes of all Council and Student Body meetings and to provide copies of the minutes to all the members of the Council and the SGA advisor at the next scheduled meeting. Provide copies of prior meeting minutes to each member of the Council at the beginning of each meeting.
2. To handle all Council correspondence.
3. To keep the roll at all Council meetings.
5. To prepare the quarterly meeting schedule approved by the Council for publication and to present the schedule to the SGA advisor(s) for approval.

D. Treasurer

1. To prepare and submit an annual SGA Budget to the Council.
2. To assist the SGA president in maintaining complete and accurate records of all allocations, expenditures, and receipts.
3. To make reports of SGA funds at each Council meeting.
4. To prepare for audit, when necessary, the financial record of any student organization/club that receives funds under the SGA budget.

SECTION 3. DUTIES OF REPRESENTATIVES

A. To communicate to the SGA President and SGA Council concerns and needs of students.

B. To act as committee chairpersons and serve on various SGA committees.

SECTION 4. ALTERNATE REPRESENTATIVES

A. All SGA Council candidates not elected to Council or other interested students may serve as Alternate Representatives, upon approval by the Council, with the rights of elected representatives except the right to vote.

B. Priority will be given to alternates when vacancies exist in the Council. (See Article IX - Replacement of Council Members.)

Article VII - SGA Council Authority

A. The Council shall be empowered to enact legislation and act upon all measures and motions brought before it. A majority vote is required for passage of legislative actions unless a quorum vote is requested.

B. The Council shall ratify or reject appointments to committees and other appointments made by the President.

C. The Council, by a three-fourths vote, shall impeach (remove from office) any elected SGA official or any appointed SGA official charged with malfeasance or non-fulfillment of duties. A person removed from office by impeachment shall be officially removed from office, and the President shall appoint a replacement.

D. The Council shall recommend policies and procedures necessary to promote the general welfare of the student body.

E. The Council shall review, amend and approve the annual SGA Budget.

F. The Council shall allot budgeted funds for all active clubs/organizations.

G. The Council shall require all approved student clubs and organizations to submit annually the following documents:
   1. Annual Statement of Compliance
   2. Club Membership List
   3. Estimated Annual Budget

H. Council may require funded clubs/organizations to appoint representatives to attend meetings and report on their club's activities to the Council.

Article IX - Replacement of Council Members

SECTION 1. REMOVAL FROM THE COUNCIL

A. The Council shall remove from office by impeachment any Council member charged with malfeasance of office.

B. Automatic removal from office will result from:
   1. Withdrawal from the college
   2. Cumulative GPA below 2.0 at the end of any quarter during the term of office.
   3. A written resignation submitted to the Advisor(s).
   4. Three consecutive unexplained or unexcused absences from SGA Council meetings.
   5. Failure of any officer to earn 39 quarter hours by the beginning of Fall quarter.
   6. Dropping all curriculum courses.

SECTION 2. REPLACEMENT OF OFFICERS

A. In case of a vacancy in the office of President, the Vice President shall serve as President.

B. The President shall appoint an eligible member of the Council to fill any vacancy in the offices of the Vice President, Treasurer and Secretary with a quorum approval of the Council.

C. If neither President nor Vice President continues in office, the SGA advisor(s) shall confer with the Council and appoint Council members with a quorum approval of the Council.

SECTION 3. REPLACEMENT OF REPRESENTATIVES

A. All replacements will be nominated and approved by a majority vote of the council.

B. Vacancies not filled by election or created by removal or resignation from office shall be filled immediately. If a full complement of Sophomore or Freshman representatives is not reached within two weeks from the election or vacancy, replacements may be chosen from either class.

C. Nominated representatives will be notified of their candidacy and will have until the next regularly scheduled meeting after receipt of the notice to respond to the council. Failure to respond will constitute a decline of the nomination and remove the candidate from alternate status if applicable.

D. All SGA members may be considered potential candidates; however, alternate representatives will be given priority in the filling of vacancies.

E. Council members who resign prior to withdrawal from college may become alternate representatives upon re-admittance to DCCC with the approval of the council.

Article X - Impeachment

Impeachment proceedings may be started by petition signed by a quorum of the Council members. This petition must be presented to the SGA Advisor(s) and the Dean, Student Development Services. The member petitioned will also receive a copy of the petition and will have until the next scheduled meeting to prepare a defense. An SGA advisor will attend the meeting and provide procedural assistance where necessary. The Council will listen to the defense and take a secret vote. A verdict unfavorable to the petitioned Council member will require a quorum vote of the Council. If the petition is sustained by vote, the member will be removed from office. Failure of the petitioned member to respond to the petition will result in immediate and automatic impeachment. Written resignation by a petitioned Council member will be accepted by the Council in lieu of further impeachment proceedings.

Article XI- Qualifications for Candidates

A. All candidates for the Council must be enrolled in one or more courses per quarter, must have at least three (3) quarters remaining at DCCC, must have a cumulative 2.0 grade point average, must maintain a cumulative 2.0 grade point average, and must not be on disciplinary probation or suspension.

B. The President, Vice President, Secretary, and Treasurer must be sophomore students (39 quarter hours or more) by the beginning of Fall quarter.

Article XII - Elections

SECTION 1.

An Election Board shall consist of a minimum of four members selected and supervised by the SGA advisor(s).

A. An Election Board shall be appointed for the Fall and Spring elections each year.

B. The Election Board shall assist the SGA advisor(s) in supervising campaigns, running elections, counting ballots, and posting election results on the day following the election.

SECTION 2.

A. A general election shall be held in the Fall to elect Freshman and Sophomore representatives no later than the second Wednesday in October. When necessary, run-off elections shall be held no later than the following Monday.

B. A general election shall be held in the Spring to elect the four SGA officers no later than the first week in April each year. When necessary, run-off elections shall be held no later than the following week.

SECTION 3.

Elections shall be by secret ballot, and candidates with the most votes shall constitute election. A run-off shall be held when there is a tie. Write-in ballots at the polls will not be tabulated or posted.

SECTION 4.

All candidates for office shall file a statement announcing their intention to run for office. A candidate can run for only one office.

SECTION 5.

All candidates must be approved by the Dean, Student Development Services, who certifies the student's eligibility to run for office. Statements must be filed on or before the last Wednesday in September for the Fall election.

SECTION 6.

A. All SGA officers elected in the Spring shall take office on the last day of Spring quarter.

B. All SGA representatives shall take office no later than the first meeting of Council following the election.

C. Each elected officer and representative by agreeing to serve affirms that he/she will uphold the Constitution of the SGA.

SECTION 7.

Candidates not elected to the SGA Council will automatically become Alternate Representatives.

SECTION 8.

Every student at Davidson County Community College who is enrolled and pays the student activity fee shall be entitled to vote in the SGA elections.

Article XIII - Amendments

Amendments to the SGA Constitution may be initiated by a quorum of the Council or by a petition signed by one-fourth of the SGA membership at the College. Upon ratification by two-thirds vote of the voting SGA membership, such amendments shall become a valid part of the SGA Constitution upon approval by the college's administration and Board of Trustees. The President of the SGA will submit in writing to the Dean, Student Development Services any proposed and final changes to the Constitution of the SGA.

STUDENT RIGHTS & RESPONSIBILITIES

Code of Conduct, Sanctions, and Due Process

PREAMBLE

Freedom to teach and freedom to learn are inseparable parts of academic freedom. The members of this academic community share a belief in the freedom to learn. The College, therefore, has a duty to develop policies and procedures which provide and safeguard this freedom. Many members of the college community helped to establish the policies and procedures outlined below within a framework of general standards. The purposes of the policies, regulations, and procedures listed on the following pages are to

1. Provide an academic environment that will promote quality educational outcomes, and
2. Assure individual freedom and protect the individual in his/her pursuit of knowledge.

BILL OF RIGHTS

Each student is guaranteed the privilege of exercising his/her rights of citizenship under the Constitution of the United States without fear or prejudice. In addition to constitutional rights as a citizen, each individual enrolled at the College is guaranteed additional student rights which are listed below:

1. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College.
2. Free inquiry, expression, and assembly are guaranteed to all students.
3. No disciplinary sanctions other than admonition, warning, and reprimand may be imposed upon any student without due process.
4. Evaluation of student academic performance shall not be prejudicial. The student is entitled to an explanation of the basis for his/her grades. The College, however, has the right to set academic standards which students must meet.
5. The College and members of the college community have the right to expect personal safety, protection of property, and the continuity of the educational process.

GENERAL POLICIES

1. The College has the right to set standards of conduct and scholarship for students. The College believes that when students understand and take responsibility for their conduct and educational achievement they will more likely have a successful collegiate experience and achieve their personal goals. The College, in order to protect its educational

purpose, also has the right to discipline students who do not meet its standards of conduct. Disciplinary procedures, however, are not as important in developing responsible student conduct as counseling, guidance, example and admonition. When such means fail to resolve problems of student conduct, certain procedures will be followed so that students will not have serious penalties imposed upon them unfairly.

2. Procedural fairness is basic to the proper enforcement of all College rules. A student may not have an adverse notation written on any permanent record or a disciplinary sanction imposed except admonition, reprimand, or warning unless the following procedures have been followed.
    a. The student has been informed in writing of the charges against him.
    b. The student has an opportunity to appear before the college hearing officer (the Dean, Student Development Services) or the Disciplinary Review Committee.
    c. The student has the opportunity to know the nature and source of the evidence against him and to present evidence on his behalf.
    d. The student has the opportunity to file a petition of an appeal of the action.
3. The procedures for handling violations of College regulations are designed to assure due process, fairness, and prompt and objective review by third parties, with appropriate appeals procedures. There is a general intent to maintain confidentiality, to avoid unnecessary formality, and to resolve issues at the lowest possible level.
4. Students shall have an opportunity to participate in the formulation of policies or rules relating to student conduct and in the enforcement of all such rules through the Student Government Association and through membership on College committees.
5. When a student has been apprehended for the violation of a law of the community, state, or nation, the College will not request or agree to special consideration for the student because of his status as a student. The College will cooperate, however, with the law enforcement agencies and other agencies in any reasonable program for the rehabilitation of the student.
6. The College may apply sanctions (penalties) or take other appropriate action when student conduct directly and significantly interferes with the College's (1) primary educational responsibility of insuring the opportunity of all members of the College community to attain their educational objectives, or (2) responsibility of protecting property, keeping necessary records, providing necessary services, and sponsoring non-classroom activities such as lectures, concerts, athletic events and social functions.

CODE OF CONDUCT

The College Code of Conduct provides a general summary for the standards of conduct expected of students. Violations of the standards of conduct may subject a student or an organization to disciplinary action. Expulsion or suspension from the college or lesser sanctions may result from the commission of any of the following violations:

1. Academic dishonesty.
2. Bringing any animal on campus except for instructional purposes or as a guide for individuals who are visually impaired.
3. Physical and/or psychological abuse or the threat of such abuse of any person on college premises or at college activities off campus.
4. Disruption or obstruction of teaching, administration, disciplinary proceedings, or other college activities.
5. Failure to adhere to the safety standards of dress required for the class, course or program in which the student is enrolled.
6. Littering by not using trash receptacles provided by the College.
7. Intentionally disregarding Learning Resources Center regulations.
8. Excessive use of profanity: obscene and offensive language and conduct.
9. Use of alcoholic beverages and spirituous liquors on campus or at College sponsored activities off campus. This includes the transfer, purchase, consumption, possession or sale of such items.
10. Gambling, holding a lottery or unapproved raffle on the campus or at any College function.
11. Possession, use, sale, transfer, or distribution of illegal drugs or hallucinogenic agents on campus or at College sponsored events off campus.
12. Carrying, whether openly or concealed, any weapon as defined by State law, on campus, in school vehicles, or at College sponsored activities. Exception may be granted to law enforcement officials while on duty at the College or a College function.
13. Unauthorized occupation of buildings and/or college property.
14. Destroying or damaging college property or removal or use of such property without permission.
15. Smoking and/or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas.
16. Intentionally instigating other students to commit any of the acts which have been herein prohibited.
17. Violation of any local, state, or federal laws on campus or at College sponsored events.
18. Not following directions of College officials who are performing their duties.
19. Tampering with or misuse of firefighting or other safety equipment.

20. Physical detention or restraint of any other person. Also, removal of a person from any place where he is authorized to remain. Restricting vehicles or pedestrians on College premises or at College activities without permission.
21. Failure to participate as a witness or failure to cooperate if called upon in the investigation or disposition of any allegation against a fellow student.
22. Intentionally disregarding College parking regulations.
23. Operating a motor vehicle in a reckless and unsafe manner on College property.
24. Falsification of College records or documents.
25. Theft or unapproved removal of personal or College property.

SANCTIONS

Nine sanctions or penalties are defined below and listed in order of increasing severity. Any of these may be applied for any student enrolled full-time or part-time in any curricular or continuing education program of the College and to identifiable groups and organizations which are a part of the College community.

Repeating an offense for which a sanction has been imposed will be grounds for the imposition of a more severe sanction.

Any student, administrator, faculty member or other College employee may give any student or group an admonition, warning, or reprimand at any time without due process. More severe sanctions will be imposed by the Dean, Student Development Services or the Disciplinary Review Committee. The Dean, Student Development Services and the Disciplinary Review Committee will follow due process procedures.

Individual Sanctions

Admonition: Friendly advice, counsel, criticism, or rebuke which may be given in oral or written form.

Warning: Oral or written notice that continuation of specified conduct may be cause for more severe disciplinary action.

Reprimand: Written criticism for violation of specified rule or regulation.

Disciplinary Probation: Exclusion from participating in non-academic College functions for a specified period of time.

Restitution: Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel, or students.

Interim Suspension: Exclusion from class and other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

Suspension: Exclusion from class(es), and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the Dean, Student Development Services before returning to campus.

Dismissal: Dismissing a student from campus for an indefinite period. The student loses his student status. The student may be readmitted to the College only with the approval of the President.

Expulsion: Permanent termination of student status without possibility of readmission to the College.

Group Probationary Suspension: This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

Group Charter Restriction: Removing College recognition during the quarter in which the offense occurred or for a longer period (usually not more than one other quarter). While under restriction the group may not seek or add members, hold or sponsor events in the College community, or enjoy any of the privileges specified under Disciplinary Probation.

Group Charter Revocation: The permanent removal of College recognition for a group, club, society or other organization.

RESPONSIBILITY FOR STUDENT DISCIPLINE

The Dean, Student Development Services is responsible to the President of the College for implementing student discipline procedures and is the College's hearing officer.

DISCIPLINARY PROCEDURES

In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. **Charges:** Any administrative official, faculty member, or student may file charges with the Dean, Student Development Services against any student or student organization for violations of College regulations. The President or any other appropriate official of the College may take such official action as necessary, except that final action shall be in accordance with the procedure below. The individual(s) making the charge must complete a Charge Form (available from the office of the Dean, Student Development Services) stating
    a. name of the student(s) involved,
    b. the alleged violation of the specific code of conduct,
    c. names of person(s) directly involved or witnesses to the infractions,
    d. the time, place, and date of the incident, and
    e. any action taken that related to the matter.

    The completed Charge Form should be forwarded directly to the Dean, Student Development Services.
2. **Investigation of Charges:** Upon receipt of written charges, the Dean, Student Development Services will make a preliminary investigation to determine if the charges can be disposed of informally with mutual consent without more formal disciplinary proceedings. If the charge is resolved through mutual consent, the process ends with this step. If resolution is not possible, the process proceeds to Step 3 of the procedures.
3. **Notice of Charges and Preliminary Hearing:** The Dean, Student Development Services will mail or deliver a written notice to the alleged student offender(s) or organization. The notice will contain the following information:
    a. The specific charges (i.e. the specific code violations).
    b. Name(s) of party(ies) making the charge(s).
    c. Names of witnesses who may testify against the student.
    d. Date, time and place of alleged violation(s).
    e. Place, date and time of a preliminary hearing before the Dean, Student Development Services (hearing officer).
    f. The student's right to counsel, to present witnesses in his/her defense, and to cross examine the witnesses against him/her.
    g. A copy of Student Rights and Responsibilities including conduct code, sanctions, disciplinary procedures and appeals procedures.

It is the responsibility of the accused student to contact the Dean, Student Development Services within two working days after receiving notification of charges and of a preliminary hearing. If the accused does not contact the Dean, Student Development Services within two working days, the Dean may suspend the student temporarily until such hearing occurs or may decide upon an appropriate sanction.

4. **Preliminary Hearing:** At the preliminary hearing the Dean, Student Development Services will verbally inform the student of the charges against him/her and give the student an opportunity to present his/her side. In addition, the student will be told of his/her rights and responsibilities and will sign a Disciplinary Procedures Report signifying that he was informed of his rights. If, before or during the preliminary hearing, the Dean, Student Development Services believes that the matter may be settled through arbitration and negotiation, he/she will serve as arbitrator to attempt resolving the differences informally to the satisfaction of all parties involved. This will be done only if all parties agree to arbitration and agree to be bound by his/her decision with no right of appeal.

   Should the accused student admit guilt before or during the preliminary hearing, the Dean, Student Development Services may impose appropriate sanction(s) provided the student waives the right to a hearing before the Disciplinary Review Committee. All other cases which may involve sanctions other than admonition, warning, and reprimand or which have not been resolved by arbitration, will be referred by the Dean, Student Development Services to the Disciplinary Review Committee of the College unless the student has waived his/her right to a hearing.

   The hearing committee will be known as the Disciplinary Review Committee. It will be composed of two students and two members of the college faculty and staff appointed by the College President. Within seven (7) working days after the preliminary hearing, the Dean, Student Development Services will give written notice of the date, time and place of the hearing to the accused and members of the Disciplinary Review Committee.

5. **Disciplinary Review Committee Hearing:** The Dean, Student Development Services will preside over the hearing committee and the following procedures will be followed:
   a. Charges will be read to the accused and to the committee.
   b. The accused will be allowed to present evidence and testimony in his/her behalf.
   c. All sessions of the committee will be tape recorded. Tapes will become the property of Davidson County Community College.

After presentation of charges, testimonies of witnesses, and cross examination of witnesses, all parties to the case will be excused, and the committee will deliberate in private. The hearing officer will vote only in case of a tie.

The decision of the Disciplinary Review Committee will be given in writing to all parties involved within two (2) working days after the hearing. In this notification of decision, all parties will be presented with appeals procedures.

RIGHTS OF APPEAL AND APPEALS PROCEDURE

An appeal of a decision by the Disciplinary Review Committee may be made by any party directly to the President of the College within ten (10) days of the Disciplinary Review Committee's decision. Such an appeal should be in writing, should be based solely upon the record and should be limited to one or more of the following:

1. that the finding is not supported by substantial evidence;
2. that the accused did not have a fair hearing; or,
3. that the discipline imposed was excessive or inappropriate.

An appeal to the President of the College will be limited to a review of the full report of the Disciplinary Review Committee for the purpose of determining whether it acted fairly in light of the charges and evidence presented.

An appeal to the President may not result in a more severe sanction for the accused student. The President may accept or reverse the decision of the Disciplinary Review Committee. If the President should reverse a decision, he may send the case back to the initial hearing committee for determination of more appropriate sanction.

After appeal to the College President, a student may further appeal a decision to the Board of Trustees of Davidson County Community College by following the procedures required of the first appeal.

IMMEDIATE CLASSROOM SUSPENSION

The classroom instructor may immediately suspend any individual(s) from class if the individual poses a serious threat to the teaching/ learning process or to the well-being and safety of students, college personnel and/or property. Such suspension will remain in effect until charges are determined.

IMMEDIATE SUSPENSION

When, in the opinion of the Dean, Student Development Services or other appropriate administrative officer, the continued presence of any person on campus poses a serious threat to the well-being and safety of students, college personnel and/or property, the Dean may immediately suspend the individual(s) pending a determination of the charges.

ACADEMIC DISHONESTY

Academic dishonesty is defined as cheating; working with another person(s) without permission; copying; use of notes or books on examinations; giving or receiving information on quizzes or examinations, classroom, shop, lab or other assignments without instructor approval; and plagiarism. Plagiarism is defined as intentionally using another person(s) words, thoughts, or ideas as one's own. Specific academically dishonest acts include:

1. Giving or receiving information about the content of quizzes, examinations, (including make-up exams), classroom, shop, or lab work or other assignments without instructor permission.
2. Copying or using unauthorized information and materials on quizzes, examinations, or other assignments.
3. Selling, buying, or otherwise obtaining a copy of a test, quiz, or examination without instructor approval.
4. Collaborating with another person or persons during quizzes, examinations or other assignments except as authorized by instructor.
5. Working with another person or persons during or prior to a make-up examination unless authorized by instructor.
6. Substituting for another person during a quiz or examination or allowing a person to substitute for you during a quiz or examination.
7. Buying or selling a report, term paper, manuscript, project, etc. to meet the requirements of an out-of-class assignment.
8. Plagiarism: Using partially or totally the ideas or words of another person or persons in written assignments without crediting the source(s) of the ideas or words.
9. Failing to follow "test-taking" procedures established by instructor; such as, not covering one's paper to allow someone else to see one's paper.

Student Grievance Policy and Procedures

INTRODUCTION

The college tries to create an atmosphere designed to promote free and open communications needed to maximize problem-solving effectiveness, mutual trust, and understanding. Open and direct communication among students, faculty and staff is important and essential.

Effective communication occurs when people listen with understanding. Listening with understanding involves an attempt to see the expressed ideas and attitudes from the other person's point of view. The goal of effective communication should be to listen to each other and try to understand each other's feelings and situations even when there are disagreements. When people listen to each other and try to overcome the natural tendency to evaluate situations only from a subjective, personal point of view, then communication is improved.

Free and open exchange of information and discussion of differences are fundamental values of the college. When the normal processes of communication do not work as effectively as they need to, then the following grievance process may be used. Most student concerns or complaints should be resolved informally through communication between the student and the college employee. It is the right of students to try to resolve their problems without fear of retaliation or retribution.

A student who feels he/she has been unjustly treated by any college faculty or staff and cannot informally resolve the problem may file a grievance. This grievance procedure does not apply to disciplinary decisions. Disciplinary decisions are defined and procedures are outlined in the "Disciplinary Procedures" section. It is intended that the grievance procedures provide a problem-solving atmosphere which emphasizes "resolution" and reflects the best interests of the grievant and the College.

DEFINITIONS

Student: A student is defined as one who is or has been duly and legally registered as either a full-time or part-time student at Davidson County Community College.

Grievance: A grievance is defined as a complaint or dispute of a student regarding the college with respect to the following:

a. The interpretation and application of the policies and regulations of the college or the North Carolina Community College System in areas such as grading, attendance, and instructional quality.
b. Acts of reprisal as a result of utilization of the grievance procedure.
c. Complaints of discrimination on the basis of the protected rights of race, color, creed, political affiliation, age, handicap, national origin, or sex.
d. Acts of malicious intent to violate the constitutional rights of individuals.

STUDENT GRIEVANCE PROCESS SUMMARY

The following is a summary of the steps in the student grievance process. Detailed information on each step of the process follows the summary.

Step 1 - Openly and directly discuss the issue or concern with appropriate individuals. If not resolved;

Step 2 - Discuss the issue or dispute with the College Grievance Officer (see Level One). If not resolved;

Step 3 - File a written grievance with the immediate supervisor of the employee (see Level Two). If not resolved;

Step 4 - File a written appeal to the appropriate Dean who supervises the employee (see Level Three). If not resolved;

Step 5 - File a written appeal to the President of the College (see Level Four) and request that the appeal be heard by either the President (see Level Four, Appeal Heard by President) or a Grievance Hearing Committee (see Level Four, Appeal Heard by Grievance Hearing Committee). If not resolved;

Step 6 - File a written appeal of the President's action to the Chairman of the Board of Trustees of the College (see Level Five).

It is assumed that most student concerns or complaints can be resolved informally through communication between the student and appropriate college personnel. It is essential that both the student expressing a grievance and the College observe all procedural requirements as specified in this policy. Failure by the student, without just cause, to comply with substantial procedural requirements outlined shall terminate the student's rights to further appeal. Failure by the College, without just cause, to comply with the substantial procedural requirements, will advance the grievance to the next step of the procedure.

Detailed Student Grievance Procedures

LEVEL ONE

Recognizing that grievances should be raised and settled promptly, a grievance should be raised within fifteen (15) work days (a work day is defined as any day the College is in operation as specified in the College calendar) following the event giving rise to the grievance. The student should contact, as the first step, the college employee with whom the student has a complaint or a dispute. In a situation where the grievance does not concern a specific employee, the student should contact the College employee with administrative responsibility for the policy, procedure or regulation. Every reasonable effort should be made to resolve the matter informally at this level.

The student may elect to seek assistance from the College Grievance Officer during this step and any other step in the grievance process. The College Grievance Officer serves as an impartial resource person to

1. help provide advice and counsel on the proper procedures associated with filing and resolving grievances,
2. help individuals identify specific issues involved in grievance complaints, and
3. assist in developing approaches, including written grievances, for individuals to pursue their grievances within the spirit and intent of the Student Grievance Policy and Procedures.

LEVEL TWO

If the student is not satisfied with the disposition of the grievance at the first level, he/she may file a written appeal to the immediate supervisor of the employee involved within five (5) work days of receipt of the decision given in the first step. A written grievance shall include the following information:

1. the name of the aggrieved student,
2. a concise statement of the nature of the grievance,
3. the date the grievance is filed by the student,
4. the specific policy or regulation which the college has allegedly misapplied or misinterpreted,
5. the name and position of the college employee or employees against whom the grievance is filed,
6. the resolution sought by the aggrieved student.

Within five (5) work days of the supervisor's receipt of the written appeal from the student, the supervisor shall notify the employee involved of the complaint. The supervisor shall also set a date for a meeting and notify the student in writing where and when the meeting shall take place, but no later than ten (10) work days after receipt of the written appeal by the student. At this point the college employee involved may respond in writing to the grievance.

LEVEL THREE

If the student is not satisfied with the disposition of the grievance in Level Two, he/she may request a meeting with the appropriate Dean within five (5) work days after the receipt of the disposition of his/her grievance at the second level for the purpose of appealing the decision.

The Dean will review the appeal and render a decision in writing to the student and appropriate College personnel within five (5) work days after receipt of the appeal.

LEVEL FOUR

If the student is not satisfied with the disposition of the grievance at Level Three, he/she may appeal the decision to the President within five (5) work days after the receipt of the disposition of his/her grievance at the third step.

If, in the President's judgment, the appeal and record of previous actions have resolved the grievance or do not warrant further action the President shall notify the student and appropriate College personnel in writing within five (5) work days after receipt of the appeal.

If the President grants the appeal, the student may elect one of two options:

1. to have the President hear the appeal himself/herself or
2. request that a Grievance Hearing Committee hear the appeal. The President will notify the student and appropriate College personnel within five (5) work days after receipt of the appeal regarding the student's options at this level.

Option 1: Appeal Heard by President.

Under this option the President shall hear the appeal. He/she shall set a date for a meeting and notify the student where and when the meeting shall take place. The meeting shall take place within fifteen (15) work days after receipt of the student's written appeal. The President shall notify the student and appropriate College personnel of his/her decision within eight (8) work days after the completion of the hearing. The decision of the President shall be final, except in cases of dismissal from the College, which may be appealed to the Board of Trustees.

Option 2: Appeal Heard by Grievance Hearing Committee.

Under this option the Grievance Hearing Committee shall hear the appeal. The chairperson of the committee shall set a time and place for the Hearing and notify the student. The Hearing shall begin within ten (10) work days after the committee has been selected. The Hearing Committee will consist of three members, one of which shall be a student. The President shall appoint one member and the student grievant shall select one member, and a third member shall be selected by the two other members. Any college supervisor who has rendered a decision on the grievable issue or any employee or student who is a potential witness in the proceedings may not serve on the committee.

The chairperson of the Hearing Committee shall have the following duties and powers:

a. assure the presence of a full committee at the Hearing,
b. be available before the Hearing to answer any questions from the parties or their representatives about the nature and conduct of the Hearing,

c. have full charge of the Hearing and authority to direct the proceedings and to control the conduct of all persons present,
d. limit questions that are unproductively long or irrelevant,
e. provide for the writing of the committee's findings of fact and recommendations for disposition of the grievance,
f. transmit the committee's findings and recommendations to the President and grievant within eight (8) work days after the Hearing.

HEARING PROCEDURES

The Hearing shall begin with the grievant's statement of the essential facts of the grievance and the remedy sought. Evidence or witnesses to support the grievant's charges may be presented. Witnesses are subject to cross-examination by the college representatives and members of the Hearing Committee. Witnesses shall testify in person when possible. However, if a witness is not available, a written, signed statement may be substituted. The Hearing Committee shall consider only such evidence as it deems to be fair and reliable.

The Hearing shall be private. Only members of the Hearing Committee, the student and his/her representative (where appropriate) and the President and his/her representative (where appropriate) may attend. Witnesses who are not a party to the grievance may only be present when they are giving information to the Hearing Committee.

REPRESENTATION DURING HEARING

The grievant and the President may be accompanied by another person at the Hearing. If the grievant is to be represented by a legal counsel, the Hearing Committee Chairperson and the President shall be so notified. The College shall not be represented by legal counsel unless the grievant is to be represented by legal counsel.

RECORD OF HEARING

The Hearing Committee shall record the essential aspects and any evidence presented orally at the Hearing. A record of the Hearing may be in the form of notes taken by a secretary, a transcript prepared by a court reporter, or a tape recording. Generally, the proceedings will be tape recorded.

HEARING COMMITTEE REPORT

The committee's report shall include findings of fact and the conclusion shall be based on the evidence presented at the Hearing. Any committee conclusion shall be consistent with the official interpretation and application of the rules and policies of the College. The committee shall arrive at its report by a simple majority vote and shall communicate its conclusions and findings of fact in writing within eight (8) work days after the Hearing is completed to the grievant and the President of the College. The committee shall not have the authority to award any compensatory relief to a grievant.

The President, may within five (5) work days after receipt of the report, ask the committee for clarification or to reconsider the report if errors or inconsistencies of fact and conclusion are involved. The committee shall respond to this request within eight (8) work days. For good cause, the President may extend this time limitation to the earliest practical date.

Within eight (8) work days of receipt of the final report of the committee, the President shall accept or reject the report of the committee. Should the report be rejected in part or in whole, the President shall set forth the rationale for the action in writing and provide a copy of the written decision to the grievant and members of the Hearing Committee. The decision of the President shall be final under the provision of this grievance procedure, except in cases of dismissal from the college, which may be appealed to the Board of Trustees.

LEVEL FIVE

In the case of a student's dismissal from the college for non-disciplinary or academic reasons, he/she may appeal to the Board of Trustees of Davidson County Community College subsequent to the receipt of the decision from Level Four. The appeal must be submitted in writing to the chairman of the Board of Trustees within twenty (20) work days of the President's decision. The Trustees review of the grievance shall be on the basis of written materials provided by the grievant and the President of the College. Each party shall have an opportunity to review the materials provided by the other party and to submit comments in writing. The Chairman of the Trustees, by sole discretion, may request both parties to present oral statements. A decision concerning the appeal shall be made in writing to the grievant and the President of the College within twenty (20) work days after the designated date set by the Chairman for receiving all information. The decision of the Trustees shall be final under the provisions of this grievance procedure.

GENERAL PROVISIONS

Time Periods and Limitations

Reasonable efforts shall be made by all parties to expedite the grievance process. A time limitation specified for either party may be extended by mutual agreement. If there is no mutual written agreement to extend the time limits and if a decision at one level is not appealed by the grievant to the next level of the procedure within the time limits specified, the right of the grievant to further appeal is terminated.

Identification

All written grievances and appeals shall include the following information:

1. the name of the aggrieved student,
2. a concise statement of the nature of the grievance,
3. the date the grievance is filed by the student,
4. the specific policy or regulation which the college has allegedly misapplied or misinterpreted,
5. the name and position of the college employee or employees against whom the grievance is filed,
6. the resolution sought by the aggrieved student.

Informal Discussion

Nothing contained herein shall be construed as limiting the right of the student having a grievance to discuss the matter informally with any appropriate member of the college and having the grievance informally resolved, nor of the right of the college to manage itself.

Instructional Services

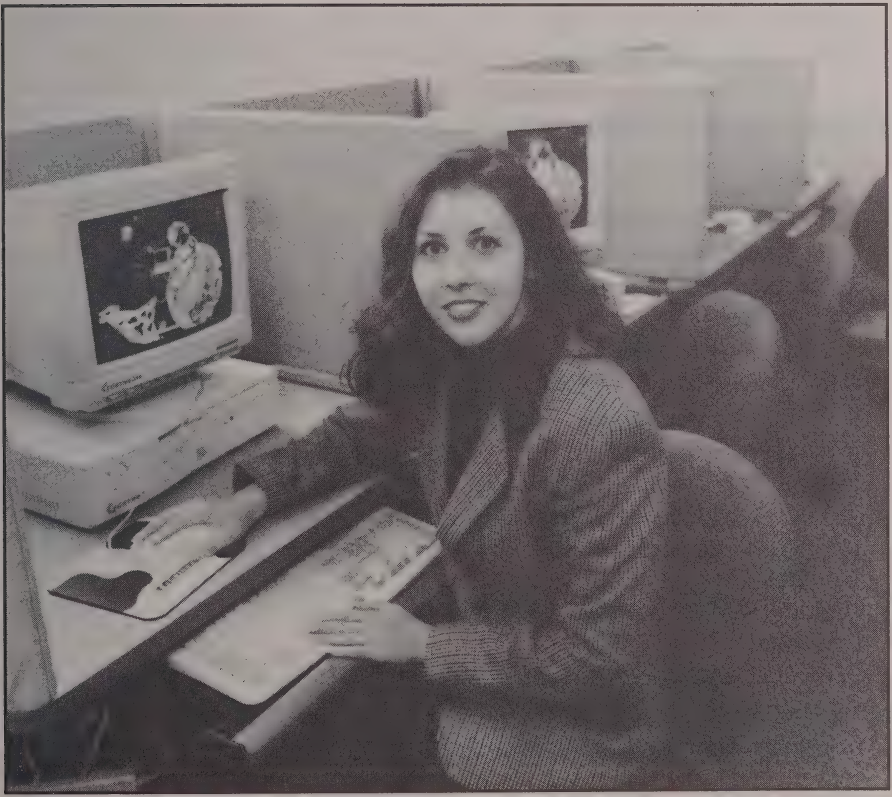
INSTRUCTIONAL AREAS

LEARNING RESOURCES CENTER

STUDY SKILLS

NORTH PIEDMONT CRIMINAL JUSTICE REGIONAL COORDINATING CENTER

REGIONAL FIRE & RESCUE TRAINING SERVICES



INSTRUCTIONAL AREAS

Business Technology Division: Miller, Chairperson; Broos, Collie, Daniel, Dyer, Hodges, Hondros, Poetzinger, Sechrist, Smith, Surgeon, Winslow, Yates

Accounting
Administrative Office Technology
Business Administration
Business Computer Programming
Economics
Health Information Technology
Human Resource Management

Continuing Education Division: Adams, Chairperson; Bell, Hussey, Lanning

Occupational Extension
Community Service
Small Business Center
Focused Industry Training
New and Expanding Industry

Engineering and Mechanical Technology Division: Miles, Chairperson; Green, Honeycutt, R. Jones, J. Kepley, Parks, Prevette, Reino, S. Sink, Su

Air Conditioning, Heating & Refrigeration
Automotive Mechanics
Computer Engineering Technology
Cosmetology
Drafting—Mechanical
Electromechanical Technology
Electronics Engineering Technology
Electronic Servicing
General Occupational Technology
Industrial Electrical Engineering Technology
Industrial Maintenance
Machinist
Plastics Manufacturing Technology
Welding

Fine Arts and Humanities Division: Potts, Chairperson; Branson, Burkhart, Fowler, Garitta, Joss, Poston, Vorsteg, Weston

Art

Composition & Literature
Humanities
Languages--French, Spanish
Music
Oral Communication
Philosophy
Religion
Student Success Skills

Health Technology Division: Shoemaker, Chairperson; Banks, Benson, Black, Check, Dewasthali, Driggers, Ferree, Hunt, Rohrbaugh, Sechler

Associate Degree Nursing
Medical Assisting
Medical Laboratory Technology
Pharmacy Technology
Phlebotomy

Library Services: Best, Chairperson; Farmer, Houser, Mickey, Pierce, Seuberling

Books
Card Catalog
Computer Searches
Indexes
Periodicals
Reference

Literacy Services: Zimmerman, Chairperson; Brown-Williams, A. Cole, G. Craver, K. Hedrick, Kernstine, Langfitt, Phillips

ABE/ESL
AHS
CED
Developmental Reading
GED
HRD
Individualized Credit Courses
Telecourses
Tutoring

Mathematics and Science Division: Cole, Chairperson; Barrett, Beaver, Blackburn, Cowden, Everhart, Gilliam, Lindberg, Michael, T. Sink

Biology

Chemistry
Computer Science
Health
Mathematics
Physical Education
Physics
Science

Paralegal Technology Division: Labosky, Chairperson; Gilles, Gullick, Lee, Livengood, Poole

Public Safety Services Division: Scyphers, Chairperson; Grice, E. Jones, L. Kepley, Osborne

Basic Law Enforcement Training
Cooperative Fire Protection Technology Program, offered in cooperation with Guilford Technical Community College
Criminal Justice
Emergency Medical Training
Fire and Rescue Training
Criminal Justice Regional Coordinating Center
Regional Fire Service Coordination

Social Science Division: Oakley, Chairperson; Hipp, Lalonde, Seltz, Whitfield

Child Care Worker
Early Childhood Associate
History
Political Science
Psychology
Sociology

LEARNING RESOURCES CENTER

The Grady Edward Love Learning Resources Center (LRC) is a modern facility located between the Student Center and the Dr. Edgar Holton Reich Nursing Center. The Learning Resources Center consists of:

- Information Systems and Technologies
- Library Services
- Literacy Services
    - Adult Basic Education
    - Compensatory Education
    - English as a Second Language (ESL)
    - GED and Adult High School
    - Human Resources Development (HRD)
    - Individualized Instruction (credit and non-credit)
    - Tutoring
    - Telecourses
    - Reading
- Other Learning Resources

The LRC has available for its patrons the latest in instructional and supplementary materials including books, magazines, individual learning materials, and numerous types of audiovisuals such as films, recordings and video tapes.

Information Systems and Technologies, Literacy Services, curriculum reading program, television studio, computers, library circulation desk, and audiovisual viewing areas are located on the first floor. The second floor houses the library stack area, reference desk, periodicals, indexes, student study rooms, and meeting rooms.

Regulations concerning the circulation and use of Learning Resources Center materials are in the *Student Handbook* and *Learning Resources Center Handbook.*

The library is open from 7:45 a.m. to 9:30 p.m. (9:00 p.m. during the summer) Monday through Thursday, and 7:45 a.m. to 4:00 p.m. on Friday, thus making the facilities accessible to students enrolled in the day and evening programs. Staff members are on duty during these hours.

Information Systems and Technologies

Information Systems and Technologies serves students, faculty, staff, and community patrons. Assistance includes instruction in the use of microcomputers and audiovisual equipment and the utilization of software and audiovisual materials. The department is responsible for the selection, inventory, and maintenance of all audiovisual equipment and the preparation of all media orders, as well as the ordering, installation, and maintenance of all microcomputer hardware and software. The department is also responsible for the supervision and scheduling of the television studio, TV production, teleconferencing, and programming for the college cable channel 12.

Library Services

The library collection includes over 50,000 books, about 300 periodical subscriptions, and a large backfile of periodicals. The primary mission in book selection is to support the curriculum. Also available are recreational reading materials, including automobile manuals, cookbooks, and fiction. All books, except those placed on reserve by an instructor, may be checked out for a minimum of two weeks and may be renewed once unless they have been requested by another person. Community patrons are welcome to use the library.

The library is an area for quiet study, but three rooms are available for students who need to work in groups or to be tutored. An area near the current newspapers and magazines is furnished with comfortable chairs for recreational reading.

Special collections include children's books, law, furniture, genealogy, and local history. Some of the latter material is housed in the Davidson Room along with some of the books and manuscripts of Richard Walser.

Library orientation for groups is available, as well as a library handbook for individual use.

Literacy Services

The Instruction Center is located within the Learning Resources Center. The center administers the following programs: adult basic education, adult high school, GED high school equivalency diploma preparation and testing, English as a Second Language (ESL), individualized instruction, credit telecourses, reading, tutoring, skills labs, Human Resources Development, and Compensatory Education.

The center is open from 8:00 a.m. until 9:00 p.m. Monday through Thursday and from 8:00 a.m. until 4:00 p.m. on Fridays. A coordinator is available during these hours to provide assistance and to administer tests. Information and referrals for instruction center programs are provided daily on a walk-in basis.

ADULT BASIC EDUCATION (ABE)

Adult Basic Education is a program designed to assist adults who wish to improve their skills in reading, written communications, arithmetic, basic science, social studies and consumer education. Special classes to teach individuals to read are also part of the program. Both day and night classes meet weekly at the college and in the local communities where there are sufficient numbers of interested adults. There is no registration fee, and materials are provided by the college. All materials have been especially prepared for adults with emphasis on individual needs and interests. Students may enter the program at any time. The minimum age for enrollment is 18.

Objectives of Adult Basic Education

1. To teach basic skills in reading, math, and language to adults aged 18 and older.
2. To coordinate Adult Basic Education with the Adult High School Diploma and GED programs.
3. To encourage lifelong learning.

Adult Basic Education Levels

ABE I is designed for adults who need help in learning basic reading or writing skills. Students in this program will improve their word recognition skills and will increase their sight vocabulary.

ABE II is designed for adults who want to read better and need help with understanding/comprehension and expanding vocabulary. Adults in this program practice and strengthen both their reading and writing skills; they also explore additional subjects such as basic math, consumer education, personal finance, and social studies. Students completing ABE II are encouraged to enter a high school credential program.

Adult Basic Education classes meet at many locations such as the following sites:

Central Davidson Middle School
Davidson County Community College
Davidson County Correctional Unit
Davie County High School
Lexington Senior High School
Lexington Furniture Industries
Mt. Olivet United Methodist Church
South Davidson High School
Thomasville Middle School
Thomasville Furniture Industries
West Davidson High School

ABE classes are also offered at numerous worksites contingent upon sufficient enrollment. Employers interested in establishing on-site classes can find out about this opportunity by calling the College.

ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTION

ESL instruction is available through the ABE program and is designed for adults whose native language is a language other than English. Although ESL students may attend any public ABE class, special classes are offered at worksites and for special groups when there is sufficient enrollment. All ESL instruction is free, and students may enroll at any time. The minimum age for enrollment is 18.

ADULT HIGH SCHOOL DIPLOMA PROGRAM (AHS)

The Adult High School Diploma Program is specifically designed for adults who did not complete high school. The primary objective of the program is to provide the student with the opportunity to earn a high school diploma and to increase his or her vocational and educational opportunities. Students may receive credit for subjects they have previously passed. Students work at their own pace and receive individual help and guidance as needed.

Effective fall, 1994, persons who enroll in AHS will be required to complete twenty (20) instructional units equivalent to those required in public schools. These include the following:

English	4 units (to include Algebra I)
Mathematics	3 units (to include biology and a physical science)
Social Studies	3 units (government/economics, U.S. history and world history)
Health & Physical Education	1 unit
Electives	9 units

Classes are held at the Davie Campus, South Davidson High School, Thomasville Middle School, and West Davidson High School on Monday and Thursday evenings; at Lexington Senior High School, Central Davidson Middle School and at Mt. Olivet United Methodist Church on Tuesday and Thursday evenings; and on the DCCC campus Monday through Saturday mornings. Classes may also be offered at worksites. Interested individuals may enter the program at designated times. The minimum age for enrollment is 18. Books are furnished by the College. There is no enrollment fee.

GED HIGH SCHOOL EQUIVALENCY DIPLOMA

The GED high school equivalency program is administered through Literacy Services for the adult who has not completed high school. Under this plan, individuals take a series of tests called the General Educational Development (GED) Examinations. Those receiving a passing score of 225 points, with no single test score below 35, are awarded the High School Diploma Equivalency Certificate. The GED is the legal equivalent of a North Carolina high school diploma and is generally accepted as a qualifying factor for employment, promotion, or further education.

The GED examinations are designed to measure a person's knowledge and skill in five areas: writing skills, social studies, science, reading skills, and math skills. Preparation for the exams is available on an individualized basis. Testing is offered by appointment every Tuesday and Wednesday evening. Prior to entering the GED program, the student is assessed so that instruction can begin at the appropriate level. The minimum age for enrollment is 18. Except for a $7.50 testing fee, the GED program is free, and the Davidson County Community College Foundation, Inc. may reimburse individuals who pass the GED for the testing fee.

LITERACY PROGRAM PLACEMENT GUIDELINES

All students who enter College literacy programs are assessed to determine the appropriate level of placement. The assessment process determines the student's current functional level to assure placement in the program which best meets the student's needs and provides the appropriate instruction. Many students entering ABE, AHS, and GED programs are tested using the Test of Adult Basic Education (TABE). Guidelines for placement based on this test are as follows:

1. Individuals must score at or above each of the following grade levels on the TABE to enroll in high school completion programs.
    Reading 8.0
    Math 6.0 (AHS) only
    Language 6.0 (AHS only)
2. Participants who score below these levels in one or more of the three areas are referred to ABE.
3. Students who score 10.0 or higher on the TABE reading test and who have completed 9-10 years of school are advised of the GED program The instructor discusses both the AHS and the GED programs with the student. The student may choose the program which best meets his/her needs. GED test administration is handled by coordinators on the DCCC campus.

Literacy program placement guidelines are subject to change at any time.

Other Learning Resources

INDIVIDUALIZED CREDIT AND NON-CREDIT COURSES

Individualized college credit courses are available in the Instruction Center of the Learning Resources Center. Their flexible scheduling and self-paced format make these courses excellent alternatives for students whose schedules do not permit enrollment in traditional classes. These courses are recommended for the mature and well-motivated students who work well independently. Course components usually include a textbook, workbook, audio or video tapes, and tests. There are no lectures in individualized classes; instead, students work through the materials at their own pace. Coordinators are responsible for enforcing the attendance policy and for distributing and grading tests. The coordinators also work with students individually when help is needed. If students need more assistance than the coordinators can provide, a conference with the appropriate faculty member is arranged. Often periodic student/faculty conferences are built in as part of the course. The list of college courses offered in the Instruction Center is frequently updated. For the most current selection contact a coordinator in the center.

The Instruction Center also houses self-instructional materials in English, vocabulary, spelling, mathematics, study and test-taking skills, and foreign languages. These materials are excellent resources for college students who need a brief review in a particular subject area and also for those who wish to pursue in-depth study on an individualized, non-credit basis.

TELECOURSES

Telecourses are complete learning systems designed for a large portion of the course to be delivered via videotape. The components of these courses are video tape programs, textbooks, study guides, testing and/or class sessions, and resource persons who are available for assistance. Courses are televised through UNC-TV and The Learning Channel (DCCC Cable Channel 12). Copies of the telecourses are also available on videotape in the Learning Resources Center; these videotapes can be checked out at the student's convenience for viewing in the LRC or at home. Curriculum telecourses are listed quarterly in the tabloid of class schedules. Detailed information about telecourses may be obtained in the Instruction Center (Room 103) of the LRC.

TUTORIAL SERVICES

The College offers tutorial assistance to any curriculum student free of charge. Anyone wishing to apply for tutoring help in one or more subjects should see the Tutorial Coordinator in Room 105 of the Learning Resources

Center. Persons interested in serving as a tutor should place an application with the Tutorial Coordinator. To be eligible, a student must have successfully completed a course or be doing well in a course that he/she is presently taking and also receive a favorable recommendation from an instructor. Tutors are paid on an hourly basis.

SKILLS LAB

Tutorial services provides tutorial skills labs as instructional support for some curriculum programs. The purpose of these labs is to provide tutorial assistance and supervised instruction to students who need academic help. Tutorial labs are developed for various courses in response to student needs and instructor recommendations.

READING

Curriculum reading classes are provided as developmental instruction for college students. Reading improvement courses are also available. Reading instruction may be required or optional.

Individualized reading materials are available in Room 101/108 of the LRC. Non-credit instruction in these materials is also available and is free to community patrons as well as college students.

The Instruction Center offers various literacy related instruction through Adult Basic Education and high school completion programs. Anyone interested in reading services should visit or call the Instruction Center.

HUMAN RESOURCES DEVELOPMENT PROGRAM (HRD)

The purpose of the HRD program is to assist the unemployed and underemployed adult in preparing for the labor market at a level compatible with required skills and abilities. The goal of this program is to instill motivation and enthusiasm in adults by helping them to understand the depths of their strengths and personal assets, how to apply these to their jobs, how to set short-term and long-range goals, and how to become a successful employee. When students in the program need further education or skill training, HRD assists them in entering the appropriate program at the college.

COMPENSATORY EDUCATION

Compensatory education is a program which offers educational opportunities to the mentally handicapped in the areas of basic skills. The program includes the following skill areas: language, math, social science, community living, consumer education, health, and vocational education. These educational opportunities assist the participants in becoming more independent and self-directing, benefiting from occupational training, and acquiring skills to meet and manage community, social, work, and personal adult responsibilities. Classes are conducted in cooperation with Davidson County Sheltered Workshop and Tri-County Mental Health in Davie County.

STUDENT SUCCESS SKILLS

Study Success Skills classes enhance a student's success in college by improving skills in listening, note taking, test taking, time management, and library usage. DCCC offers all students the opportunity for taking a comprehensive class, Student Success Skills 103, each quarter in order to develop sound study techniques.

NORTH PIEDMONT CRIMINAL JUSTICE REGIONAL COORDINATING CENTER

The North Piedmont Criminal Justice Regional Coordinating Center of Davidson County Community College exists to serve the comprehensive education and training needs of criminal justice personnel in the North Piedmont region of North Carolina. Participating colleges in this region include Alamance Community College, Central Carolina Community College, Davidson County Community College, Durham Technical Community College, Forsyth Technical Community College, Guilford Technical Community College, Piedmont Community College, Randolph Community College, and Rockingham Community College. Recognizing that criminal justice personnel constitute a major pool of employees and provide a significant public service, the Center is committed to the professional development of this group as an integral part of enhancing the quality of life for all citizens.

The Regional Coordinating Center, in conjunction with community colleges in the region, has the following goals:

- to provide advanced criminal justice education and training opportunities,
- to respond to unique education and training needs not currently being addressed, including mandated training when regional demand is not being met,
- to serve as an information center concerning innovations and changes in education and training,
- to establish cooperative planning and coordination of training with other agencies, colleges, and regional coordinating centers to facilitate more efficient utilization of resources,
- to collect and disseminate education and training information through such means as a regional calendar,

- to develop advanced instructional resources through tailored train-the-trainer programs, and
- to function as a model state-of-the-art program in pre-service and in-service education and training.

CENTRAL REGIONAL FIRE & RESCUE TRAINING SERVICES

Davidson County Community College serves as the coordinating college for Fire and Rescue Training Services in Central North Carolina. The cooperating colleges in the area are Alamance Community College, Anson Community College, Anson/Stanly Community College-Union Campus, Montgomery Community College, Randolph Community College, Rowan-Cabarrus Community College, and Stanly Community College.

The purpose of this regional effort is to provide quality training and educational opportunities to Fire and Rescue Services throughout the region. The focus is to:

- develop and identify a variety of complex technical, managerial, and development training programs for Fire and Rescue personnel

- identify and respond to a unique training and education needs not currently being addressed

- serve as an information center for Fire and Rescue training and education

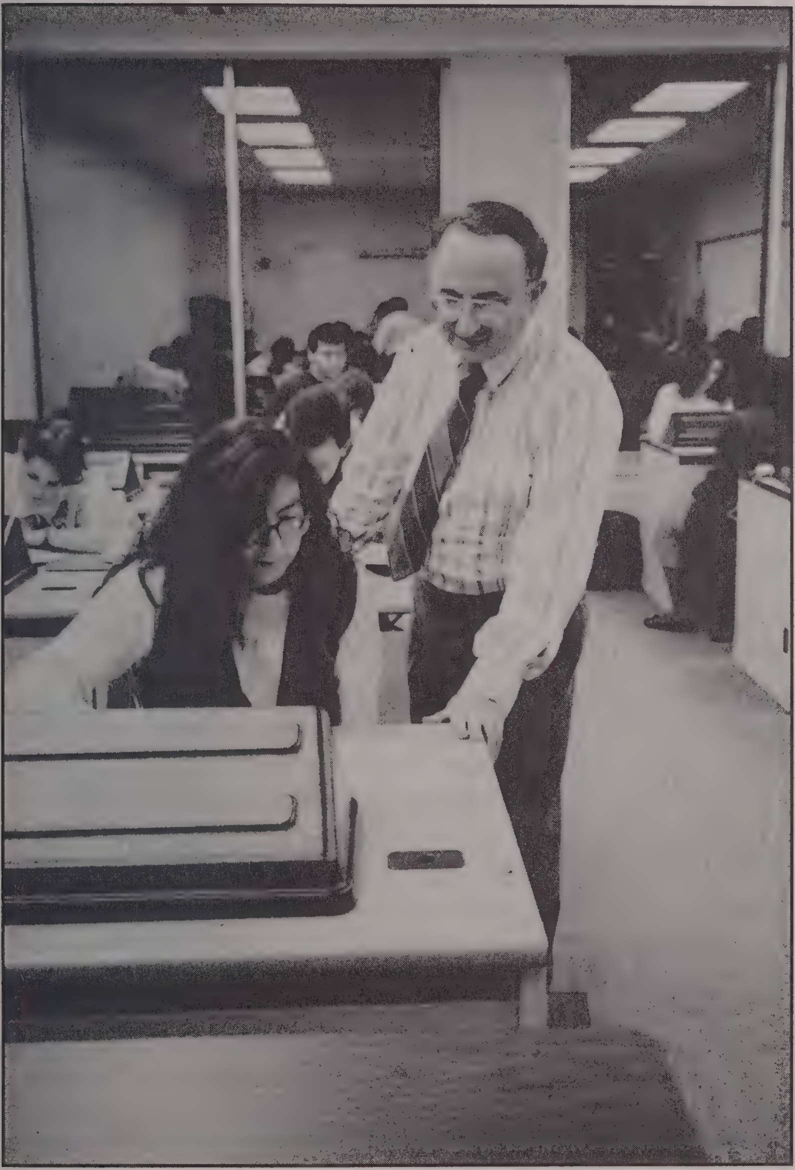
- coordinate the region-wide effort for more efficient utilization of training and education resources

- provide program guidance and assistance to cooperating community colleges concerning implementation of Fire and Rescue training programs

- assure compliance with the training standards of the North Carolina Fire and Rescue Commission

- provide for the recruitment, training, and development of qualified and certified Fire and Rescue instructors

Curriculum Programs



Curriculum Programs

Davidson County Community College offers a variety of instructional programs that prepare students to accomplish one or more of the following:

- **prepare for employment opportunities (see Occupational Connection, page 126, and Transfer Connection, pages 118-126)**

- **transfer to senior colleges and universities (see Transfer Connection, pages 118-126),**

- **achieve personal and professional educational goals.**

Some programs are offered during the evening as well as during the day. Academic advisors and counselors are available to assist students who need information and guidance in planning acceptable programs to meet their educational goals. A complete listing of the College's curriculum programs appears on pages 112-113, and more detailed information about each program is provided in the pages that follow the chart.

Associate Degree Programs

Full-time students can generally complete associate degree programs in two years. The College offers three types of associate degree programs: Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.).

Students choosing to enter associate degree programs must meet educational aptitude requirements applicable to the individual program, and those who need preparation for college-level work are provided developmental education to help them be successful in their program of study.

When Davidson County Community College was first chartered as a comprehensive community college in 1965, the A.A. and A.S. degree programs were mainly designed to provide general education courses for transfer to senior colleges and universities, and the A.A.S. degree programs were primarily intended to prepare graduates for employment. In more recent years, the student outcomes for the three types of associate degree programs have become more similar. Today the College's Liberal Arts and Mathematics and Science associate degree programs remain viable avenues for transfer to senior institutions to pursue a wide range of programs; however, they are also considered pre-employment credentials for the kind of "world-class employees" needed in today's competitive, global workforce.

In similar fashion, students who complete A.A.S. degree programs can now generally choose to pursue employment opportunities and/or to continue their education at senior colleges and universities. An increasing number of senior institutions are allowing graduates of selected A.A.S. degree programs to transfer some or all of their course work into baccalaureate degree programs.

Davidson County Community College has entered into formal articulation agreements with some institutions that make it possible for graduates of certain associate degree programs to transfer to the senior institution with junior status. In cases where formal articulation agreements do not exist, the senior institution will evaluate the student's transcript on a course-by-course basis and accept equivalent courses for transfer credit. It is the responsibility of each student to identify the college to which he/she is preparing to transfer and to confirm the transferability of any course in question. Assistance in this process can be provided by faculty advisors and counselors at DCCC, the DCCC *General Catalog/Student Handbook,* and the catalog and admissions staff at the transfer institution.

The associate degree programs broaden students' perspectives by allowing them to choose courses beyond the focus of their program of study. An example of such an elective would be an Electronics Engineering Technology student taking HUM 100, Human Values and Meaning, a Business Computer Programming student taking PSY 201, General Psychology, or an Associate Degree Nursing student taking EDP 200, Microcomputer Utilization.

Diploma Programs

Diploma programs are designed to prepare students for employment and can generally be completed in four quarters on a full-time basis. In some curriculum areas, diploma programs are the equivalent of the first four quarters of the associate degree program, and courses earned in completing the diploma count toward the associate degree.

Certificate Programs

Certificate programs are designed to provide students with skills necessary for employment and can generally be completed in one to four quarters on a full-time or part-time basis. In some curriculum areas, the courses earned in completing the certificate program count toward the diploma and/or the associate degree.

Davidson County Community College

Curriculum Programs

Transfer Connection

Program	Credentials Awarded	Day	Evening
Liberal Arts, page 118	Associate in Arts Degree	•	•
Mathematics and Science, page 118	Associate in Science Degree	•	•
Pre-Engineering, page 124			
Selected Associate in Applied Science Programs, page 126	Associate in Applied Science Degree	•	•

Occupational Connection

Program	Credentials Awarded	Day	Evening
Accounting Accounting	Associate in Applied Science Degree	•	•
Accounting	Diploma	•	•
Bookkeeping Emphasis	Certificate	•	•
Administrative Office Technology	Associate in Applied Science Degree	•	•
Word Processing Emphasis	Certificate	•	•
Medical Word Processing	Certificate	•	•
Air Conditioning, Heating & Refrigeration	Diploma	•	
Air Conditioning & Heating Emphasis	Certificate		•
Advanced Air Conditioning	Certificate		•
Associate Degree Nursing	Associate in Applied Science Degree	•	
Automotive Mechanics	Diploma	•	
Electrical Systems Emphasis	Certificate		•
Engines Emphasis	Certificate		•
Basic Law Enforcement Training	Certificate	•	•
Business Administration	Associate in Applied Science Degree	•	•
Business Computer Programming	Associate in Applied Science Degree	•	•
Child Care Worker	Diploma	•	
Computer Engineering Technology	Associate in Applied Science Degree	•	
Cosmetology	Diploma	•	•
Criminal Justice	Associate in Applied Science Degree	•	•
Drafting—Mechanical	Diploma	•	
Basic Drafting Procedures Emphasis	Certificate		•
Early Childhood Associate*	Associate in Applied Science Degree	•	
Electromechanical Technology**	Certificate	•	•
Electronic Servicing	Diploma**	•	
Troubleshooting Fundamentals Emphasis	Certificate		•
Consumer Electronics Emphasis	Certificate		•

Davidson County Community College
Curriculum Programs (continued)

Occupational Connection

Program	Credentials Awarded	Day	Evening
Electronics Engineering Technology	Associate in Applied Science Degree	●	●
Fire Protection Technology***	Associate in Applied Science Degree		●
General Occupational Technology	Associate in Applied Science Degree	●	●
General Technology Curriculum Core	Certificate	●	●
Health Information Technology	Associate in Applied Science Degree	●	●
Human Resources Management Technology	Associate in Applied Science Degree	●	●
Industrial Electrical/Electronic Technician	Associate in Applied Science	●	●
Electrical	Diploma	●	●
Maintenance Supervision	Diploma		●
Control Systems	Certificate		●
Basic Wiring	Certificate		●
Advanced Wiring	Certificate		●
Maintenance/Troubleshooting	Certificate		●
Industrial Maintenance			
Air Conditioning & Electrical Emphasis	Certificate		●
Machinist & Welding Emphasis	Certificate		●
Machinist	Diploma	●	
Basic Machining Procedures Emphasis	Certificate		●
Medical Assisting Technology	Associate in Applied Science Degree	●	
Medical Laboratory Technology****	Associate in Applied Science Degree	●	
Microcomputer Systems Technology	Associate in Applied Science Certificate	● ●	● ●
Nursing (see Associate Degree Nursing)			
Paralegal Technology*****	Associate in Applied Science Degree	●	●
Real Estate Emphasis	Certificate	●	●
Pharmacy Technology	Certificate	●	
Phlebotomy	Certificate	●	
Plastics Manufacturing Technology	Associate in Applied Science Degree	●	●
Welding			
Basic Welding Procedures Emphasis	Certificate		●

*First-year courses same as Child Care Worker.
Second year available at neighboring community colleges or at DCCC when there is sufficient demand.

**Program offered when there is sufficient demand.

***Offered in cooperation with Guilford Technical Community College.

****Available beginning August, 1996.

*****Also available through a cooperative program at Guilford Technical Community College, Forsyth Technical Community College, Rockingham Community College, and Rowan-Cabarrus Community College.

Note: An academic quarter is approximately 11 weeks in length.

THE TRANSFER CONNECTION: LIBERAL ARTS (A.A. DEGREE) MATHEMATICS AND SCIENCE (A.S. DEGREE)

The College's Liberal Arts and Mathematics and Science associate degree programs provide a transfer connection to senior institutions to pursue a wide range of programs. The College's Liberal Arts and Mathematics and Science associate degree programs are also viewed as a pre-employment credential by an increasing number of employers. Many employers consider these associate degree programs appropriate preparation for today's competitive, global work force.

During the first two years of a liberal arts or science and mathematics baccalaureate program, students take courses in communication arts, humanities, social sciences, science, and mathematics; in addition, they begin specialized work in their own particular fields of interest. Davidson County Community College provides quality instruction in these areas for transfer to senior institutions.

In the Associate in Arts (A.A.) and Associate in Science (A.S.) degree programs, the student may choose a course of study equivalent to the first two years of the four-year college or university. By completing 96 quarter hours of prescribed credit work with an average grade of "C" or better, the student qualifies for an associate degree and should then be able to transfer to a senior institution with junior year status. The College provides a comprehensive program of professional counseling and promotes a series of advisor-student conferences to guide the students in planning acceptable programs for transfer to the senior college or university. Students planning to transfer should consult the catalog of the institution to which they plan to transfer.

The Liberal Arts program and the Mathematics and Science program enable students to prepare for virtually any major, including, but not limited to, the following:

Liberal Arts
Art
Business Administration
Drama
Journalism
Law
Liberal Arts
Ministerial
Music

Mathematics and Science
Agriculture
Dentistry
Engineering
Forestry
Mathematics
Medicine
Optometry
Pharmacy

Liberal Arts

Public Administration
Recreation
Social Work
Teaching

Mathematics and Science (cont'd)

Physical Therapy
Science: Biology, Chemistry, Physics
Textile Chemistry
Textile Technology
Veterinary Medicine

Both the Liberal Arts program and the Mathematics and Science program consist of courses in the following major areas: English, social science, humanities, mathematics, natural science, and physical education, as well as electives. The Liberal Arts program also includes study of a foreign language. Students who need preparation for college-level work are provided developmental education to help them be successful in their program of study.

Admisssions

See General Admission Requirements and Procedures on pages 20-25.

Competencies

Upon completion of the Associate in Arts degree or the Associate in Science degree, the student should:

1. Be able to communicate satisfactorily in written English.
2. Be able to analyze mathematical or scientific information, understand relationships among variables, and arrive at logical conclusions to specific problems.
3. Understand the foundation of one's own culture through a knowledge of basic themes and events in the histority of western civilization.
4. Understand the role of life-long physical activity in enhancing the quality of one's life.
5. Be familiar with the aims and methods of intellectual, spiritual, literary, or artistic expressions that have shaped development of human imagination.
6. Be able to communicate orally in one-to-one or group settings and to use effective listening skills.

General Education Requirements

These requirements, consisting of courses in communication arts, social science, humanities, mathematics, natural sciences, and physical education, are designed to give a broad acquaintance with the many components of human knowledge and to provide an understanding of our cultural and social heritage. As far as possible, these courses are selected to be in accord with the first two years, or general education requirements, at baccalaureate degree-granting institutions. The same course may not be used to satisfy two or more graduation requirements.

THE TRANSFER CONNECTION:

LIBERAL ARTS

Associate in Arts Degree Program

Qtr. Hrs.

a. English **14-15**

One composition, literature, and research sequence selected from the following:

ENG 111, 112, 113 **OR** ENG 104, 105

AND

One oral communications course:

ENG 150

b. Social Science **14-15**

Must include one of the following sequences:

HIS 104, 105, 106 **OR** HIS 207, 208

AND

Five credit hours selected from the following:

HIS 104, 105, 106 (if not used to meet HIS requirement above)
HIS 207, 208 (if not used to meet HIS requirement above)
ECO 201, 202, 203
HIS 210, 215
POL 201, 202
PSY 201, 204, 205
SOC 201, 202, 203

c. Humanities **14-15***

At least one course selected from each of the following three areas:

1. Art, Film, or Music

ART 101, 115, 207, 210, 233, 234, 296
ENG 210
MUS 111

2. Literature or Foreign Language

(In addition to foreign language requirement:)

ENG 204, 205, 214, 215
FRE 104, 105, 106, 204, 205
SPA 104, 105, 106, 204, 205

3. Philosophy or Religion

PHI 201, 202, 203
REL 201, 202, 203

Qtr. Hrs.

d. Mathematics **10**

Two courses selected from the following:

MAT 106, 107, 111, 112, 199, 200, 201, 202, 205

e. Natural Science **12-15**

One three-quarter lab science course sequence with the same prefix selected from the following:

BIO 104, 105, 106 and BIO 104L, 105L, 106L
BIO 204, 205, 206
CHM 104, 105, 106
PHY 104, 105, 106 or PHY 201, 202, 203

f. Physical Education **3**

One course selected from the following:

PED 100 **OR** PED 150

Two courses selected the following:

PED 101, 102, 112, 117, 118, 119, 120, 129, 142, 143, 147

g. Foreign Language **10-12***

One complete sequence with the same prefix selected from the following:

Elementary: FRE 101, 102, 103 or SPA 101, 102, 103

OR

Intermediate: FRE 104, 105, 106 or SPA 104, 105, 106

OR

Advanced: FRE 204, 205 or SPA 204, 205

*One year of a foreign language sequence is required for the AA degree. Students who have taken two or more years of the same language in high school will be placed in the intermediate sequence except by special arrangement. All foreign language students should consult the requirements stated in the catalog of the senior college to which they plan to transfer. A one-year sequence of any foreign language transferred from a regionally accredited college or university will meet the one-year foreign language requirement.

h. Electives **11-19**

Any of the following courses, as well as any courses listed above not used to meet other requirements, may be used as electives:

BUS 201, 202, 203, 211, 212, 213
CHM 100
CSC 221
DFT 101, 102, 103
HEA 100, 107
MUS 112, 113, 114
STS 103

Credit cannot be received for both the ENG 104, 105 and the ENG 111, 112, 113 sequences.

TOTAL QUARTER HOURS **96**

Corrected Degree Requirements

THE TRANSFER CONNECTION:

MATHEMATICS AND SCIENCES

Associate in Science Degree Program

Qtr. Hrs.

a. English **9-10**

One composition, literature, and research sequence selected from the following:

ENG 111, 112, 113 **OR** ENG 104, 105

b. Social Science **9-10**

One history sequence selected from the following:

HIS 104, 105, 106 **OR** HIS 207, 208

c. Humanities **9-10***

One oral communications course:

ENG 150

AND

One course from the following:

ART 101, 115, 207, 210, 233, 234, 296
ENG 204, 205, 210, 214, 215
MUS 111
PHI 201, 202, 203
REL 201, 202, 203

One complete sequence with the same prefix from the following:

Elementary: FRE 101, 102, 103 or SPA 101, 102, 103
Intermediate: FRE 104, 105, 106 or SPA 104, 105, 106
Advanced: FRE 204, 205 or SPA 204, 205

*Pre-Agriculture students should take ENG 204, 205 or 214-215. Students may take a foreign language to satisfy the humanities requirement, but they must take a full sequence. Science students should consult the language requirements of the senior college to which they plan to transfer.

7/95

Qtr. Hrs.

d. Mathematics **20**

Four courses selected from the following:

MAT107, 111, 112, 199, 200, 201, 202, 205

e. Physical Education **3**

One course selected from the following:

PED 100 **OR** PED 150

Two courses selected the following:

PED 101, 102, 112, 117, 118, 119, 120, 129, 142, 143, 147

f. Natural Science **24-27***

Two three-quarter sequences selected from the following:

BIO 104, 105, 106 and BIO 104L, 105L, 106L
BIO 204, 205, 206
CHM 104, 105, 106
PHY 104, 105, 106 or PHY 201, 202, 203

*Chemistry and Physics majors and Textile Chemistry and Pre-Engineering students should take CHM 104-105-106 and PHY 201-202-203. Biology majors and pre-Medical, Pre-Optometry, and Pre-Agricultural Technology students should take BIO 104-105-106 and CHM 104-105-106.
Pre-Textile Technology students should take CHM 104-105-106 and PHY 104-105-106.

g. Electives **16-22**

Any of the following courses, as well as any courses listed above not used to meet other requirements, may be used as electives:

BUS 201, 202, 203, 211, 212, 213
CHM 100
CSC 221
DFT 101, 102, 103
ECO 201, 202, 203
HEA 100, 107
HIS 210, 215
MAT 106
MUS 112, 113, 114
POL 201, 202
PSY 201, 204, 205
SOC 201, 202, 203
STS 103

Credit cannot be received for both the ENG 104, 105 and the ENG 111, 112, 113 sequences.

TOTAL QUARTER HOURS **96**

PRE-ENGINEERING PROGRAM

FIRST YEAR

Fall Quarter		Qtr. Hrs.
CHM 104	General Chemistry	4
DFT 101	Engineering Drawing	4
ENG 104	Composition & Literature*	5
MAT 111	College Algebra	5
		18

Winter Quarter		
CHM 105	General Chemistry	4
DFT 102	Engineering Drawing	4
ENG 105	Composition & Literature*	5
MAT 112	Trigonometry	5
		18

Spring Quarter		
CHM 106	General Chemistry	4
ENG 150	Principles of Communication	5
MAT 199	Analytic Geometry & Calculus	5
	**Humanities Elective	5
	Physical Education Elective	1
		20

*ENG 111-112-113 may be used instead of ENG 104-105.

**Must be taken from the following: Art, Film, Music, Literature (American, British, World), Philosophy, or Religion

SECOND YEAR

Fall Quarter		**Qtr. Hrs.**
ECO 201	Economics	3
HIS 104	History of Western Civilization	3
MAT 200	Analytic Geometry & Calculus	5
PED 100	Fitness for Life	1
PHY 201	General Physics with Calculus	5
		17
Winter Quarter		
ECO 202	Economics	3
HIS 105	History of Western Civilization	3
MAT 201	Analytic Geometry & Calculus	5
PHY 202	General Physics with Calculus	5
	Physical Education Elective	1
		17
Spring Quarter		
CSC 221	FORTRAN (Math-Science)	5
HIS 106	History of Western Civilization	3
MAT 202	Analytic Geometry & Calculus	5
PHY 203	General Physics with Calculus	5
		18
Summer Quarter (Optional)		
MAT 205	Differential Equations	5
		(5)
	TOTAL HOURS	108(113)

The Pre-Engineering program has been approved by the Sub-committee on Engineering Transfer for transfer to the engineering programs at North Carolina A & T State University, North Carolina State University, and the University of North Carolina at Charlotte.

Completion of the program does not guarantee admission to any engineering program. Students completing the program will, however, be given preference in admissions over other potential transfers.

THE TRANSFER CONNECTION: ASSOCIATE IN APPLIED SCIENCE (A.A.S. DEGREE)

Although the A.A.S. degree prepares students for immediate entry into the work force, many students are electing to continue their education at senior colleges and universities. An increasing number of senior institutions are allowing graduates of selected A.A.S. degree programs to transfer some or all of their course work into baccalaureate degree programs. A listing of Associate in Applied Science programs as well as diploma and certificate programs may be found on pages 127-248.

Davidson County Community College has entered into formal articulation agreements with some institutions that make it possible for graduates of certain associate degree programs to transfer to the senior institution with junior status. For example, UNC-Greensboro accepts the A.A.S. degree in Business Administration and Accounting for transfer credit, UNC-Charlotte and NC Agricultural and Technical University accept the AAS degree in Electronics Engineering Technology for transfer credit, and UNC-Charlotte accepts the A.A.S. degree in Criminal Justice for transfer credit.

In cases where formal articulation agreements do not exist, the senior institution will evaluate the student's transcript on a course-by-course basis and accept equivalent courses for transfer credit. A.A.S. students have successfully transferred on this basis to Appalachian State University, High Point University, North Carolina State University, UNC-Wilmington, and other institutions. It is the responsibility of each student to identify the college to which he/she is preparing to transfer and to confirm the transferability of any course in question. Assistance in this process can be provided by faculty advisors and counselors at DCCC, the DCCC *General Catalog/Student Handbook*, and the catalog and admissions staff at the transfer institution.

THE OCCUPATIONAL CONNECTION

The College's Associate in Applied Science (A.A.S.) degree, diploma, and certificate programs prepare students to enter the workforce in a wide range of occupations through both specialized and general education courses. The Associate in Arts (A.A.) and Associate in Science (A.S.) degrees (see Transfer Connection: Liberal Arts, Mathematics and Science, pages 118-125) also enable students to enter the workforce by providing a strong general education desired by many employers. In addition, diploma programs (see page 115) and certificate programs (see page 115) also prepare students for employment. A.A.S. degree, diploma, and certificate programs are shown on the following pages, 127-248:

ACCOUNTING

Curriculum Description:

The Accounting curriculum is designed to provide students with knowledge and skills necessary for employment and growth in the accounting profession. Often referred to as the "language of business," accounting serves as an informational system for organizations. Accountants assemble, analyze, and communicate essential information about financial operations.

The course of study places emphasis on accounting principles, theories, and practices and includes study in business law, finance, management, and economics. Skills related to the applications of accounting principles are developed through study of communications, computer applications, interpersonal skills development, decision making principles, and ethics.

The curriculum is designed to prepare individuals for entry-level accounting positions in all types of organizations, including CPA firms, small businesses, manufacturing firms, insurance companies, banks, and non-profit organizations such as hospitals, colleges, school systems, and governmental agencies. With work experience and additional education, an individual may advance to positions such as accountant, controller, and auditor.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Analyze business transactions for manual or computerized entry of data into accounting records.
2. Maintain a plant, general, and other subsidiary ledgers.
3. Maintain perpetual inventory records; costing inventory by various accepted methods.
4. Prepare year-end adjustments and closing of books.
5. Prepare financial statements and other reports.
6. Analyze cost data and budget data for cost accounting records; calculate variances.
7. Prepare income tax returns and other required reporting for individuals and businesses.
8. Maintain governmental and other non-profit financial and budgetary records.
9. Perform internal auditing duties; prepare to be trained as independent auditor (CPA).

Job Opportunities:

ENTRY LEVEL
- Accounts Payable Clerk
- Accounts Receivable Clerk
- Bookkeeper
- Cost Clerk
- Junior Accountant
- Payroll Clerk

ADVANCED LEVEL
- Accountant (Public, Governmental, Cost, Management)
- Accounts Payable/Receivable Manager
- Auditor
- Controller
- Tax Preparer

ACCOUNTING

Associate in Applied Science Degree Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Day Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
BUS	201	Business Law	3	0	3
BUS	211	Principles of Accounting	5	0	5
EDP	200	Microcomputer Utilization	1	4	3
ENG	111	Introduction to Composition	3	0	3
MAT	115	Survey of Mathematics	3	0	3
			15	4	17
SECOND QUARTER					
BUS	202	Business Law	3	0	3
BUS	212	Principles of Accounting	5	0	5
EDP	210	Spreadsheet	1	4	3
ENG	112	Composition & Literature	3	0	3
		Elective to be selected outside area of specialization	3	0	3
			15	4	17
THIRD QUARTER					
BUS	114	Payroll Accounting	3	0	3
BUS	203	Business Law	3	0	3
BUS	213	Principles of Accounting	5	0	5
EDP	150	Automated Accounting	1	4	3
ENG	113	Research & Composition	3	0	3
			15	4	17
FOURTH QUARTER					
BUS	222	Intermediate Accounting	5	0	5
BUS	225	Cost Accounting	5	0	5
EDP	215	Advanced Spreadsheet	3	2	4
ENG	140	Oral Communication	3	0	3
			16	2	17
FIFTH QUARTER					
BUS	223	Intermediate Accounting	5	0	5
BUS	226	Cost Accounting	5	0	5
ECO	201	Economics	3	0	3
EDP	230	Disk Operating Systems	3	2	4
			16	2	17

SIXTH QUARTER					
BUS	224	Intermediate Accounting	5	0	5
BUS	229	Taxes	4	0	4
BUS	276	Advanced Accounting	5	0	5
ECO	202	Economics	3	0	3
			17	0	17
SEVENTH QUARTER					
BUS	230	Advanced Taxes	4	0	4
BUS	279	Auditing	5	0	5
ECO	203	Economics	3	0	3
ENG	222	Written Communication	3	0	3
		Elective to be selected outside area of specialization	2	0	2
			17	0	17
T-016		TOTAL CREDIT HOURS			119

ACCOUNTING

Associate in Applied Science Degree Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Evening Students Entering in Even Numbered Years

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER—Fall (Even)					
BUS	211	Principles of Accounting	5	0	5
EDP	200	Microcomputer Utilization	1	4	3
			6	4	8
SECOND QUARTER—Winter (Even)					
BUS	212	Principles of Accounting	5	0	5
ENG	111	Introduction to Composition	3	0	3
			8	0	8
THIRD QUARTER—Spring (Odd)					
BUS	213	Principles of Accounting	5	0	5
ENG	112	Composition & Literature	3	0	3
			8	0	8
FOURTH QUARTER—Summer (Odd)					
EDP	150	Automated Accounting	1	4	3
ENG	113	Research & Composition	3	0	3
			4	4	6
FIFTH QUARTER—Fall (Odd)					
EDP	230	Disk Operating Systems	3	2	4
MAT	115	Survey of Mathematics	3	0	3
			6	2	7
SIXTH QUARTER—Winter (Odd)					
BUS	201	Business Law	3	0	3
BUS	229	Taxes	4	0	4
			7	0	7
SEVENTH QUARTER—Spring (Even)					
BUS	202	Business Law	3	0	3
BUS	230	Advanced Taxes	4	0	4
			7	0	7

EIGHTH QUARTER—Summer (Even)

BUS	203	Business Law	3	0	3
EDP	210	Spreadsheet	1	4	3
			4	4	6

NINTH QUARTER—Fall (Even)

BUS	222	Intermediate Accounting	5	0	5
ECO	201	Economics	3	0	3
			8	0	8

TENTH QUARTER—Winter (Even)

BUS	223	Intermediate Accounting	5	0	5
ECO	202	Economics	3	0	3
			8	0	8

ELEVENTH QUARTER—Spring (Odd)

BUS	224	Intermediate Accounting	5	0	5
ECO	203	Economics	3	0	3
			8	0	8

TWELFTH QUARTER—Summer Odd)

BUS	114	Payroll Accounting	3	0	3
BUS	276	Advanced Accounting	5	0	5
			8	0	8

THIRTEENTH QUARTER—Fall (Odd)

BUS	225	Cost Accounting	5	0	5
EDP	215	Advanced Spreadsheet	3	2	4
			8	2	9

FOURTEENTH QUARTER—Winter (Odd)

BUS	226	Cost Accounting	5	0	5
		Elective to be selected outside area of specialization	3	0	3
			8	0	8

FIFTEENTH QUARTER—Spring (Even)

BUS	279	Auditing	5	0	5
ENG	222	Written Communication	3	0	3
			8	0	8

SIXTEENTH QUARTER—Summer (Even)

ENG	140	Oral Communication	3	0	3
		Elective to be selected outside area of specialization	2	0	2
			5	0	5

T-016 TOTAL CREDIT HOURS 119

ACCOUNTING

Associate in Applied Science Degree Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Evening Students Entering in Odd Numbered Years

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER—Fall (Odd)					
BUS	211	Principles of Accounting	5	0	5
MAT	115	Survey of Mathematics	3	0	3
			8	0	8
SECOND QUARTER—Winter (Odd)					
BUS	212	Principles of Accounting	5	0	5
ENG	111	Introduction to Composition	3	0	3
			8	0	8
THIRD QUARTER—Spring (Even)					
BUS	213	Principles of Accounting	5	0	5
ENG	112	Composition & Literature	3	0	3
			8	0	8
FOURTH QUARTER—Summer (Even)					
EDP	200	Microcomputer Utilization	1	4	3
ENG	113	Research & Composition	3	0	3
			4	4	6
FIFTH QUARTER—Fall (Even)					
BUS	222	Intermediate Accounting	5	0	5
EDP	230	Disk Operating Systems	3	2	4
			8	2	9
SIXTH QUARTER—Winter (Even)					
BUS	201	Business Law	3	0	3
BUS	223	Intermediate Accounting	5	0	5
			8	0	8
SEVENTH QUARTER—Spring (Odd)					
BUS	202	Business Law	3	0	3
BUS	224	Intermediate Accounting	5	0	5
			8	0	8
EIGHTH QUARTER—Summer (Odd)					
BUS	203	Business Law	3	0	3
BUS	276	Advanced Accounting	5	0	5
			8	0	8
NINTH QUARTER—Fall (Odd)					
BUS	225	Cost Accounting	5	0	5
ECO	201	Economics	3	0	3
			8	0	8
TENTH QUARTER—Winter (Odd)					
BUS	226	Cost Accounting	5	0	5
ECO	202	Economics	3	0	3
			8	0	8
ELEVENTH QUARTER—Spring (Even)					
BUS	279	Auditing	5	0	5
ECO	203	Economics	3	0	3
			8	0	8

TWELFTH QUARTER—Summer (Even)					
BUS	114	Payroll Accounting	3	0	3
EDP	150	Automated Accounting	1	4	3
			4	4	6
THIRTEENTH QUARTER—Fall (Even)					
EDP	210	Spreadsheet	1	4	3
		Elective to be selected outside area of specialization	2	0	2
			3	4	5
FOURTEENTH QUARTER—Winter (Even)					
BUS	229	Taxes	4	0	4
		Elective to be selected outside area of specialization	3	0	3
			7	0	7
FIFTEENTH QUARTER—Spring (Odd)					
BUS	230	Advanced Taxes	4	0	4
ENG	222	Written Communication	3	0	3
			7	0	7
SIXTEENTH QUARTER—Summer (Odd)					
EDP	215	Advanced Spreadsheet	3	2	4
ENG	140	Oral Communication	3	0	3
			6	2	7

T-016 TOTAL CREDIT HOURS 119

ACCOUNTING

Diploma Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Day Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER—Fall					
BUS	201	Business Law	3	0	3
BUS	211	Principles of Accounting	5	0	5
EDP	200	Microcomputer Utilization	1	4	3
ENG	111	Introduction to Composition	3	0	3
MAT	115	Survey of Mathematics	3	0	3
			15	4	17
SECOND QUARTER—Winter					
BUS	202	Business Law	3	0	3
BUS	212	Principles of Accounting	5	0	5
BUS	229	Taxes	4	0	4
EDP	230	Disk Operating Systems	3	2	4
ENG	112	Composition & Literature	3	0	3
			18	2	19

THIRD QUARTER—Spring					
BUS	114	Payroll Accounting	3	0	3
BUS	213	Principles of Accounting	5	0	5
ECO	201	Economics	3	0	3
EDP	150	Automated Accounting	1	4	3
ENG	113	Research & Composition	3	0	3
			15	4	17
FOURTH QUARTER—Summer					
BUS	203	Business Law	3	0	3
BUS	222	Intermediate Accounting	5	0	5
BUS	225	Cost Accounting	5	0	5
EDP	210	Spreadsheet	1	4	3
			14	4	16

T-016 TOTAL CREDIT HOURS 69

ACCOUNTING

Diploma Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Evening Students

			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
FIRST QUARTER—Fall					
BUS	211	Principles of Accounting	5	0	5
EDP	200	Microcomputer Utilization	1	4	3
			6	4	8
SECOND QUARTER—Winter					
BUS	212	Principles of Accounting	5	0	5
ENG	111	Introduction to Composition	3	0	3
			8	0	8
THIRD QUARTER—Spring					
BUS	213	Principles of Accounting	5	0	5
ENG	112	Composition & Literature	3	0	3
			8	0	8
FOURTH QUARTER—Summer					
EDP	150	Automated Accounting	1	4	3
ENG	113	Research & Composition	3	0	3
			4	4	6
FIFTH QUARTER—Fall					
BUS	222	Intermediate Accounting	5	0	5
MAT	115	Survey of Mathematics	3	0	3
			8	0	8
SIXTH QUARTER—Winter					
BUS	201	Business Law	3	0	3
EDP	230	Disk Operating System	3	2	4
			6	2	7
SEVENTH QUARTER—Spring					
BUS	202	Business Law	3	0	3
EDP	210	Spreadsheet	1	4	3
			4	4	6

EIGHTH QUARTER—Summer					
BUS	114	Payroll Accounting	3	0	3
BUS	203	Business Law	3	0	3
			6	0	6
NINTH QUARTER—Fall					
BUS	225	Cost Accounting	5	0	5
ECO	201	Economics	3	0	3
			8	0	8
TENTH QUARTER—Winter					
BUS	229	Taxes	4	0	4

T-016 TOTAL CREDIT HOURS 69

ACCOUNTING

Certificate Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Day & Evening Students

			Hours Per Week		Quarter Hours
			Class	**Lab.**	**Credit**
FIRST QUARTER—Fall					
BUS	211	Principles of Accounting	5	0	5
MAT	115	Survey of Mathematics	3	0	3
			8	0	8
SECOND QUARTER—Winter					
BUS	212	Principles of Accounting	5	0	5
EDP	210	Spreadsheet	1	4	3
			6	4	8
THIRD QUARTER—Spring					
BUS	213	Principles of Accounting	5	0	5
EDP	150	Automated Accounting	1	4	3
			6	4	8

Emphasis in Bookkeeping

T-016 TOTAL CREDIT HOURS 24

ADMINISTRATIVE OFFICE TECHNOLOGY

Curriculum Description:

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions. In addition, students may be able to transfer some or all of the courses in this curriculum to senior colleges and universities.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts, and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence, and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involving retailing, marketing, advertising, and manufacturing, as well as offices in local, state, and federal government.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Type business correspondence and produce mailable copy.
2. Produce mailable copy, edit, revise, and perform mail/merge functions using word processing equipment.
3. Perform tasks in the following microcomputer applications software: word processing, spreadsheet, database, graphics, and disk operating system.
4. Use desktop publishing to create office forms, newsletters, brochures, flyers, etc.
5. Operate an electronic calculator and perform bookkeeping and accounting duties.
6. Communicate effectively, employ necessary skills, technical information, and judgment required for assisting an executive, and perform tasks independently.
7. Use the alphabetic, geographic, numeric, and subject methods of filing.
8. Demonstrate positive human relations and function as a responsible member of the work force and society.

Job Opportunities:

ENTRY LEVEL
- Typist/Transcriber
- Corresponding Secretary
- Electronic Data Transfer Secretary
- Information Processing Specialist
- Receptionist
- Telephone Receptionist/ Message Operator
- Secretary
- Word Processing Operator

ADVANCED LEVEL
- Administrative Assistant
- Administrative Office Manager
- Administrative Secretary
- Executive Assistant
- Office Automations Specialist
- Supervisor, Communications
- Training Coordinator
- Word Processing Supervisor/ Manager

ADMINISTRATIVE OFFICE TECHNOLOGY

Associate in Applied Degree Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Day Students

			Hours Per Week		Quarter Hours
			Class	**Lab.**	**Credit**
FIRST QUARTER					
BUS	101	Keyboarding/Formatting	3	2	4
BUS	112	Records Management	3	0	3
ENG	111	Introduction to Composition	3	0	3
MAT	115	Survey of Mathematics	3	0	3
		Elective to be selected outside area of specialization	3	0	3
			15	2	16
SECOND QUARTER					
BUS	102	Document Formatting	3	2	4
BUS	110	Office Machines	2	2	3
BUS	130	Business Mathematics	5	0	5
EDP	200	Microcomputer Utilization	1	4	3
ENG	112	Composition & Literature	3	0	3
			14	8	18
THIRD QUARTER					
BUS	118	Transcription Skills	5	0	5
BUS	211	Principles of Accounting	5	0	5
BUS	217	Word Processing	3	2	4
EDP	210	Spreadsheet	1	4	3
			14	6	17
FOURTH QUARTER					
BUS	114	Payroll Accounting	3	0	3
BUS	235	Introduction to Management	5	0	5
EDP	215	Advanced Spreadsheet	3	2	4
EDP	256	Data Base Management	3	2	4
ENG	222	Written Communication	3	0	3
			17	4	19

FIFTH QUARTER

BUS	218	Advanced Word Processing	3	2	4
BUS	254	Machine Transcription	2	2	3
ECO	201	Economics	3	0	3
EDP	230	Disk Operating Systems	3	2	4
ENG	140	Oral Communication	3	0	3
			14	6	17

SIXTH QUARTER

BUS	201	Business Law	3	0	3
BUS	214	Administrative Office Procedures	3	2	4
BUS	221	Desktop Publishing	3	2	4
BUS	229	Taxes	4	0	4
		Elective to be selected outside area of specialization	2	0	2
			15	4	17

SEVENTH QUARTER

BUS	215	Administrative Office Procedures	3	2	4
BUS	259	Advanced Machine Transcription	3	2	4
EDP	216	Microcomputer Graphics	3	2	4
PSY	221	Applied Psychology	3	0	3
			12	6	15

T-030 TOTAL CREDIT HOURS 119

ADMINISTRATIVE OFFICE TECHNOLOGY
Associate in Applied Degree Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students
Program Begins Odd Years

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER - Fall					
BUS	101	Keyboarding/Formatting	3	2	4
ECO	201	Economics	3	0	3
ENG	111	Introduction to Composition	3	0	3
			9	2	10
SECOND QUARTER - Winter					
BUS	102	Document Formatting	3	2	4
ENG	112	Composition & Literature	3	0	3
			6	2	7
THIRD QUARTER - Spring					
EDP	200	Microcomputer Utilization	1	4	3
		Elective to be selected outside area of specialization	3	0	3
		Elective to be selected outside area of specialization	2	0	2
			6	4	8
FOURTH QUARTER - Summer					
EDP	256	Database Management	3	2	4
ENG	140	Oral Communication	3	0	3
			6	2	7

FIFTH QUARTER - Fall

BUS	130	Business Mathematics	5	0	5
EDP	210	Spreadsheet	1	4	3
			6	4	8

SIXTH QUARTER - Winter

BUS	110	Calculating Machines	2	2	3
BUS	211	Principles of Accounting	5	0	5
			7	2	8

SEVENTH QUARTER - Spring

MAT	115	Survey of Mathematics	3	0	3
PSY	221	Applied Psychology	3	0	3
			6	0	6

EIGHTH QUARTER - Summer

BUS	114	Payroll Accounting	3	0	3
BUS	235	Introduction to Management	5	0	5
ENG	222	Written Communication	3	0	3
			11	0	11

NINTH QUARTER - Fall

BUS	112	Records Management	3	0	3
EDP	230	Disk Operating Systems	3	2	4
			6	2	7

TENTH QUARTER - Winter

BUS	118	Transcription Skills	5	0	5
BUS	229	Taxes	4	0	4
			9	0	9

ELEVENTH QUARTER - Spring

BUS	217	Word Processing	3	2	4
EDP	216	Microcomputer Graphics	3	2	4
			6	4	8

TWELFTH QUARTER - Summer

BUS	218	Advanced Word Processing	3	2	4
BUS	254	Machine Transcription	2	2	3
			5	4	7

THIRTEENTH QUARTER - Fall

BUS	201	Business Law	3	0	3
EDP	215	Advanced Spreadsheet	3	2	4
			6	2	7

FOURTEENTH QUARTER - Winter

BUS	214	Administrative Office Procedures	3	2	4
BUS	221	Desktop Publishing	3	2	4
			6	4	8

FIFTHTEENTH QUARTER - Spring

BUS	215	Administrative Office Procedures	3	2	4
BUS	259	Advanced Machine Transcription	3	2	4
			6	4	8

T-030 TOTAL CREDIT HOURS 119

ADMINISTRATIVE OFFICE TECHNOLOGY
Certificate Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
BUS	101	Keyboarding/Formatting	3	2	4
EDP	200	Microcomputer Utilization	1	4	3
			4	6	7
SECOND QUARTER					
BUS	102	Document Formatting	3	2	4
BUS	118	Transcription Skills	5	0	5
			8	2	9
THIRD QUARTER					
BUS	217	Word Processing	3	2	4
EDP	210	Spreadsheet	1	4	3
			4	6	7
FOURTH QUARTER					
BUS	218	Advanced Word Processing	3	2	4
BUS	254	Machine Transcription	2	2	3
			5	4	7

Emphasis in Word Processing

T-030 TOTAL CREDIT HOURS 30

ADMINISTRATIVE OFFICE TECHNOLOGY
Certificate Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
BUS	101	Keyboarding/Formatting	3	2	4
MED	120	Medical Terminology	3	0	3
			6	2	7
SECOND QUARTER					
BUS	102	Document Formatting	3	2	4
BUS	118	Transcription Skills	5	0	5
MED	122	Medical Terminology	3	0	3
			11	2	12
THIRD QUARTER					
BUS	217	Word Processing	3	2	4
MED	123	Medical Terminology	3	0	3
			6	2	7
FOURTH QUARTER					
BUS	113	Medical Transcribing	1	4	3
BUS	218	Advanced Word Processing	3	2	4
			4	6	7

Emphasis in Medical Word Processing

T-030 TOTAL CREDIT HOURS 33

AIR CONDITIONING, HEATING & REFRIGERATION

Curriculum Description:

The Air Conditioning, Heating, and Refrigeration curriculum is designed to teach knowledge and skills necessary for servicing and installing residential and light commercial climate control equipment. Instruction will include heating and cooling theory, applied electricity and electronics, and the operating principles for a wide range of heating and cooling equipment. The diploma program will emphasize start-up and service skills for oil, gas, and electric furnaces, air-cooled air conditioning and air-to-air heat pumps.

Advanced diploma level programs will provide for more in-depth study and experience and will also include service and installation of water-cooled air conditioners, water source heat pumps, variable speed heat pumps, conventional hydronic systems, and residential and light commercial system design.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Design and install residential and small commercial heating and cooling systems including sizing, lay out, construction, and installation of air conditioning and heating sheet metal duct systems.
2. Service and troubleshoot air conditioning and heating systems, use schematic and wiring diagrams for installing and troubleshooting control systems, and balance duct systems and adjust air flows for the best energy efficiency.
3. Interpret blueprints for system design and cost estimation.

Job Opportunities:

ENTRY LEVEL
Air Conditioning Mechanic
Heating and Air Conditioning Mechanic
Heating Mechanic
HVAC Service Technician

AIR CONDITIONING, HEATING & REFRIGERATION
Diploma Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
AHR	1121	Principles of Refrigeration	3	12	7
ELC	1150	Basic Electricity	2	2	3
ELC	1151	Applied Wiring Diagrams	2	0	2
MAT	1101	Fundamentals of Mathematics	5	0	5
REA	1101	Reading Improvement	2	0	2
			14	14	19
SECOND QUARTER					
AHR	1103	Applied Electricity for Air Conditioning	2	2	3
AHR	1115	Fundamentals of Heating	2	2	3
AHR	1116	Servicing Heating Equipment	3	9	6
ENG	1102	Communication Skills	3	0	3
MEC	1121	Duct Construction	1	3	2
			11	16	17
THIRD QUARTER					
AHR	1104	Applied Electronics for HVAC Systems	2	0	2
AHR	1118	Air Conditioning Service	2	6	4
AHR	1122	Fundamentals of Air Conditioning	3	2	4
DFT	1116	Blueprint Reading: Air Conditioning	1	2	2
PHY	1101	Applied Physics	3	2	4
WLD	1101	Gas Welding	1	3	2
			12	15	18
FOURTH QUARTER					
AHR	1131	All Weather Systems: Heat Pumps	3	6	5
AHR	1132	All Weather Systems: Conventional	3	3	4
AHR	1133	Refrigerant Management	2	0	2
BUS	1103	Small Business Operations	3	0	3
HEA	107	First Aid	3	0	3
			14	9	17
V-024		TOTAL CREDIT HOURS			71

AIR CONDITIONING, HEATING & REFRIGERATION
Certificate Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
AHR	1122	Fundamentals of Air Conditioning	3	2	4
AHR	1133	Refrigerant Management	2	0	2
			5	2	6
SECOND QUARTER					
AHR	1115	Fundamentals of Heating	2	2	3
ELC	1150	Basic Electricity	2	2	3
			4	4	6
THIRD QUARTER					
ELC	1151	Applied Wiring Diagrams	2	0	2
MEC	1121	Duct Construction	1	3	2
			3	3	4

Emphasis in Heating & Air Conditioning

V-024 TOTAL CREDIT HOURS 16

AIR CONDITIONING, HEATING & REFRIGERATION
Certificate Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
AHR	1103	Applied Electronics for HVAC	2	2	3
AHR	1131A	All Weather Systems: Heat Pumps	1	3	2
			3	5	5
SECOND QUARTER					
AHR	1131B	All Weather Systems: Heat Pumps	2	3	3
DFT	1116	Blueprint Reading for Air Conditioning	1	2	2
			3	5	5
THIRD QUARTER					
AHR	1104	Applied Electronics for HVAC	2	0	2
AHR	1132	All Weather Systems: Conventional	3	3	4
			5	3	6

Emphasis in Advanced Heating & Air Conditioning

V-024 TOTAL CREDIT HOURS 16

ASSOCIATE DEGREE NURSING

Curriculum Description:

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by associate degree nursing graduates consists of: (1) assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) planning, initiating, delivering, and evaluating appropriate nursing acts; (4) teaching, delegating to, or supervising other personnel in implementing the treatment regimen; (5) collaborating with other health care providers in determining the appropriate health care for a patient; (6) implementing the treatment and pharmaceutical regimen prescribed by any person authorized by state law to prescribe such a regimen; (7) providing teaching and counseling about the patient's health care; (8) reporting and recording the plan for care, nursing care given, and the patient's response to that care; and (9) supervising, teaching, and evaluating those who perform or are preparing to perform nursing functions. Students may be able to transfer some or all of the courses in this curriculum to senior colleges and universities.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in registered nursing should take biology, algebra, and chemistry courses prior to entering the program.

Competencies:

Upon successful completion of this program, the graduate is eligible to take the licensure examination required to become a registered nurse and should possess the knowledge, fundamental skills, and attitudes to:

1. Use the nursing process in providing direct nursing care for clients of all ages with common, well-defined acute or chronic health problems.
2. Use the art and principles of communication in functioning as a provider of client care and a member of the health care team.
3. Provide health teaching designed to assist clients to obtain, maintain, or restore optimal health.
4. Coordinate the care of clients in structured health care settings.
5. Collaborate with clients and other health team members and value collegial relationships.
6. Practice in a caring, accountable, legal, and ethical manner and within the policies of an employing agency.

7. Assume responsibility for self-development and utilize resources for continued learning.

Admission Requirements:

The following are admissions criteria for applicants to the Associate Degree Nursing (ADN) program.

Applicants for admission to the ADN program must:

1. Have completed and submitted an ADN Application for Admission.
2. Have graduated from an accredited high school or have an Adult High School Diploma or have passed the GED with an equivalency certificate which meets the minimum requirements set by the State of North Carolina.
3. Have taken the college's placement tests and achieved minimal acceptable scores.
4. Have been recommended by a counselor and interviewed by a faculty interview committee.
5. Have physical and emotional health status compatible with the ability to provide safe nursing care.
6. Have signed and submitted the Statement of Understanding Concerning Acceptance for Clinical Training.
7. Be currently certified in basic cardiopulmonary recuscitation (CPR) at the time of entry into the program (American Heart Association/Basic Cardiac Life Support-Course C).
8. Have satisfactory academic standing in ADN support courses taken prior to entry into the ADN program.

For students seeking admission with advanced standing, the general admission, progression, and graduation requirements of the College and the ADN program apply.

Accreditation:

The Associate Degree Nursing program is accredited by the National League for Nursing and approved by the North Carolina Board of Nursing.

POLICIES REGARDING ADN ADMISSION WITH ADVANCED STATUS

The general admission requirements of the College and of the ADN program apply to persons seeking admission into the ADN program with advanced standing. Those applying for advanced standing must either (1) have previously attended a nursing program preparing them for registered nurse licensure or (2) be licensed practical nurses. The procedure for these applicants follows the College procedure for granting transfer credit except for nursing course credit (NUR prefix).

Transfer Credit for Nursing Courses

The decision regarding transfer credit for nursing courses is made by the Director of the ADN program in consultation with members of the nursing faculty. Syllabi for the courses for which credit is requested will be required.

Credit by Examination for Nursing Courses

Licensed practical nurses may challenge nursing courses in the first two quarters of the ADN program. Specific information regarding challenge examinations for these courses will be provided to applicants upon request. (See page 40 for the general requirements for requesting Credit by Examination.)

Space Availability

Admission with advanced standing is subject to space available in the clinical component of the nursing course. Persons who begin their nursing education at Davidson County Community College have preference in admission over students requesting transfer into the program. Space will be allotted to transfer students only when no students who have previously been enrolled in the DCCC ADN program are requesting and have qualified for re-entry.

Probation and Suspension

Nursing students are subject to the same probation and suspension policies as all other students enrolled in the College (see pages 54-60). Additional criteria for nursing students are listed on page 56.

In addition, a nursing student is placed on **probationary status** in the program if the student receives a a final clinical evaluation of "deficient" in any nursing course.

A nursing student is placed on **suspension status** from the program for the following reasons:

a. fails to consistently provide safe patient care as judged by the nursing faculty.
b. presents physical or emotional problems that do not respond to appropriate treatment and/or counseling within a reasonable period of time.
c. receives a final grade of "D" or "F" in any required course in the ADN curriculum or receives a clinical evaluation of "failing."
d. receives a second final clinical evaluation of "deficient" in any nursing course.

Since requirements for progression in the nursing program are in addition to the general requirements of the College, a student suspended from the program is not necessarily suspended from the College. Students who are eligible to do so may continue in their support courses and apply for readmission to the nursing program at a later time or may elect to change their major.

Job Opportunities:

Registered Nurse

ASSOCIATE DEGREE NURSING
Associate in Applied Science Degree Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
BIO	204	Human Anatomy & Physiology	3	3	4
MAT	115	Survey of Mathematics	3	0	3
NUR	101	Fundamentals of Nursing I	5	9	8
PSY	201	General Psychology	5	0	5
			16	12	20
SECOND QUARTER					
BIO	205	Human Anatomy & Physiology	3	3	4
NUR	102	Fundamentals of Nursing II	5	9	8
PSY	205	Developmental Psychology	5	0	5
			13	12	17
THIRD QUARTER					
BIO	206	Human Anatomy & Physiology	3	3	4
NUR	103	Nursing Care: Women and Newborns	5	9	8
PSY	204	Abnormal Psychology	5	0	5
			13	12	17
FOURTH QUARTER					
NUR	200	Psychosocial Nursing	3	9	6
NUR	201	Nursing Adults & Children I	5	6	7
			8	15	13
FIFTH QUARTER					
ENG	104	Composition & Research	5	0	5
NUR	202	Nursing Adults & Children II	5	15	10
SOC	201	Principles of Sociology	5	0	5
			15	15	20
SIXTH QUARTER					
ENG	105	Composition & Literature	5	0	5
NUR	203	Nursing Adults & Children III	5	15	10
		Elective to be selected outside area of specialization	3	0	3
			13	15	18
SEVENTH QUARTER					
NUR	204	Managing Client Care	6	20	13
T-059		TOTAL CREDIT HOURS			117-118*

*Students who take ENG 111, 112, 113 acquire 9 quarter hours, whereas those who take ENG 104, 105 will have 10 quarter hours.

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or licensure in this field. Prospective students should obtain additional information from a college counselor or program faculty member prior to seeking admission.

AUTOMOTIVE MECHANICS

Curriculum Description:

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair, and adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions, and shop practices.

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Demonstrate an understanding of the theory of operation of an automobile gasoline engine, air conditioning, braking, and chassis systems and use approved safety practices while working on a vehicle.
2. Remove, disassemble, evaluate, make reasonably needed repairs and re-install the engine.
3. Diagnose fuel and emission systems problems and repair or replace defective components.
4. Diagnose electrical system problems by using specialized test equipment.
5. Make minor or major repairs on chassis and hydraulic braking systems.
6. Diagnose power train system problems and repair or replace defective components.

Job Opportunities:

ENTRY LEVEL
General Mechanic
Tune-up Mechanic
Front-end Specialist
Automatic Transmission Specialist
Brake Specialist

ADVANCED LEVEL
Shop Supervisor
Shop Foreman

AUTOMOTIVE MECHANICS

Diploma Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Day Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
AUT	1101	Engines	3	9	6
AUT	1105	Fuel & Emission	2	3	3
MAT	1101	Fundamentals of Mathematics	5	0	5
REA	1101	Reading Improvement	2	0	2
			12	12	16
SECOND QUARTER					
AUT	1102	Electrical	5	9	8
AUT	1108	Schematics & Diagrams	2	0	2
AUT	1117	Air Conditioning	2	3	3
ENG	1102	Communication Skills	3	0	3
PHY	1120	Applied Physics	3	2	4
			15	14	20
THIRD QUARTER					
AUT	1103	Chassis & Suspension	3	9	6
AUT	1109	Schematics & Diagrams	2	0	2
AUT	1116	Braking	3	3	4
PSY	1101	Human Relations	3	0	3
WLD	1101	Gas Welding	1	3	2
			12	15	17
FOURTH QUARTER					
AUT	1104	Servicing	3	9	6
AUT	1118	Power Trains	3	9	6
BUS	1103	Small Business Operations	3	0	3
HEA	107	First Aid	3	0	3
			12	18	18
V-003		TOTAL CREDIT HOURS			71

AUTOMOTIVE MECHANICS

Certificate Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students
Available Even Years Only

	Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER			
AUT 1102A Electrical	1	3	2
AUT 1108 Schematics & Diagrams	2	0	2
	3	3	4
SECOND QUARTER			
AUT 1102B Electrical	1	3	2
AUT 1109 Schematics & Diagrams	2	0	2
	3	3	4
THIRD QUARTER			
AUT 1102C Electrical	3	3	4
FOURTH QUARTER			
AUT 1104B Servicing Procedures	1	3	2
AUT 1104C Servicing-Electrical	1	3	2
	2	6	4

Emphasis in Electrical Systems

V-003 TOTAL CREDIT HOURS 16

AUTOMOTIVE MECHANICS

Certificate Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students
Available Odd Years Only

	Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER			
AUT 1101A Engines	2	6	4
SECOND QUARTER			
AUT 1104A Servicing-Engines	1	3	2
AUT 1104B Servicing Procedures	1	3	2
	2	6	4
THIRD QUARTER			
AUT 1102A Electrical	1	3	2
AUT 1105 Fuel & Emission	2	3	3
	3	6	5
FOURTH QUARTER			
AUT 1118A Power Trains	2	3	3

Emphasis in Engines

V-003 TOTAL CREDIT HOURS 16

BASIC LAW ENFORCEMENT TRAINING

Curriculum Description:

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training Law Enforcement Officers' Certification Examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers' Basic Training Certification Examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and/or the Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county, and municipal governments in North Carolina. In addition, knowledge, skills, and abilities acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail, and private security.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Demonstrate an understanding of criminal, juvenile, civil, traffic, and alcoholic beverage control laws.
2. Demonstrate proficiency in defensive tactics, first responder, law enforcement driving, physical fitness, and firearms techniques.
3. Demonstrate proper criminal investigation and traffic accident investigation procedures.
4. Demonstrate an understanding of effective officer interaction with victims, citizens, and special populations.
5. Demonstrate proper law enforcement patrol techniques.
6. Demonstrate an understanding of accepted custody procedures.
7. Demonstrate an understanding of proper court procedures.

Admission Requirements:

The following are admissions criteria for applicants to the Basic Law Enforcement Training (BLET) program.

Applicants for admission to the BLET Program must:

1. Have completed and submitted to the Admissions Office a college application for admission.

2. Have graduated from high school or have an Adult High School Diploma or have passed the GED with an equivalency certificate which meets the minimum requirements set by the State of North Carolina. Official high school transcript or copy of AHS Diploma/ GED Certificate and official college transcripts, where applicable must be on file in the Admissions Office.
3. Have sent directly to the Admissions Office official transcripts from all colleges previously attended.
4. Meet the minimum standards for employment as established by the N.C. Criminal Justice Education and Training Standards Commission and/or the N.C. Sheriffs' Education and Training Standards Commission which include:
    - a. be a citizen of the United States;
    - b. be at least 20 years of age (must be 20 years of age as of the first day of class or have prior written authorization from the Director of the Criminal Justice Standards Division if less than 20 years old);
    - c. be of good moral character;
    - d. be free of 1) any convictions of any crimes, civilian or military; 2) driving while impaired or under the influence; or 3) major motor vehicle law infractions; and
    - e. be examined and certified by a licensed physician or surgeon to meet the physical requirements necessary to perform the functions of a law enforcement officer.
5. Have not ever committed or been convicted of any of the following:
    - a. a felony;
    - b. a crime for which the punishment could have been imprisonment for more than two years;
    - c. a crime or unlawful act for which the punishment could have been imprisonment for more than six months but less than two years and the crime or unlawful act occureed within the last five years;
    - d. four or more crimes or unlawful acts described in "c" above regardless of the date of occurrence; or
    - e. four or more crimes or unlawful acts for which the punishment could have been imprisonment for less than six months.
6. Be interviewed by the Director of the BLET Program, the Evening BLET Coordinator, or the Chairperson, Public Safety Services.
7. Have signed and submitted the Statement of Understanding Concerning Acceptance for Basic Law Enforcement Training.

Job Opportunities:

ENTRY LEVEL
College or University Officer
Deputy Sheriff
Industrial Security Officer
Investigator
Police Officer
Park Security Officer
Private Security Officer
Retail Security Officer

BASIC LAW ENFORCEMENT TRAINING
Certificate Program

Course Required

			Hours Per Week		Quarter Hours
			Class	**Lab.**	**Credit**
CJC	259	Basic Law Enforcement	16	30	26

T-189

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain pre-employment experience, employment, or licensure in this field. Prospective students should obtain additional information from a college counselor or program faculty member prior to seeking admission.

BUSINESS ADMINISTRATION

Curriculum Description:

The Business Administration curriculum is designed to prepare an individual for entry into management positions. In addition, students may be able to transfer some or all of the courses in this curriculum to senior colleges and universities.

The curriculum develops competencies in the application of management principles. Emphasis is placed on skill development in the areas of management functions, computer applications and analysis, critical thinking and decision-making techniques, marketing, finance, legal aspects of business, oral and written communications, and the utilization of human resources.

Through the development of management competencies, the graduate will be able to function as a contributing member of a management team.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Apply microeconomic and macroeconomic concepts as a basis for understanding our economic system.
2. Use mathematics and other quantitative methods as a systematic method of problem solving.
3. Demonstrate skills in effective oral and written communications as a means to accomplish organizational objectives.
4. Use microcomputer software to develop, modify, reproduce, and present data as a basis for analysis and decision making.
5. Vary management and leadership style appropriately to handle changing situations and conditions.
6. Develop a business plan, organize, start, and successfully operate a small business in the economic and competitive environment.

Job Opportunities:

Purchasing Agent
Sales Manager
Public-Relations Representative
Training Manager
General Supervisor
Credit Card Operations Manager
Operations Officer
Loan Officer
Volunteer Services Supervisor
Warehouse Manager
Customer Services Manager
Personnel Manager
Credit & Collection Manager
Branch Manager
Traffic Manager
Credit Union Manager
Housing Project Manager
Market Manager
Department Manager
Office Manager
Residence Supervisor

BUSINESS ADMINISTRATION
Associate in Applied Science Degree Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
BUS	111	Introduction to Business	3	0	3
BUS	201	Business Law	3	0	3
EDP	200	Microcomputer Utilization	1	4	3
ENG	111	Introduction to Composition	3	0	3
MAT	115	Survey of Mathematics	3	0	3
			13	4	15
SECOND QUARTER					
BUS	202	Business Law	3	0	3
BUS	211	Principles of Accounting	5	0	5
ENG	112	Composition & Literature	3	0	3
		Social/Behavioral Science Elective	3	0	3
			14	0	14
THIRD QUARTER					
BUS	203	Business Law	3	0	3
BUS	212	Principles of Accounting	5	0	5
BUS	235	Introduction to Management	5	0	5
ENG	123	Report Writing	3	0	3
		Business Elective (select from list)	3	0	3
			19	0	19
FOURTH QUARTER					
BUS	213	Principles of Accounting	5	0	5
BUS	239	Introduction to Marketing	5	0	5
BUS	284	Process Improvement	5	0	5
EDP	210	Spreadsheet	1	4	3
ENG	222	Written Communication	3	0	3
			19	4	21
FIFTH QUARTER					
BUS	234	Industrial Administration	5	0	5
BUS	236	Organizational Behavior	5	0	5
ECO	201	Economics	3	0	3
ENG	140	Oral Communication	3	0	3
			16	0	16
SIXTH QUARTER					
BUS	220	Business Finance	5	0	5
BUS	229	Taxes	4	0	4
ECO	202	Economics	3	0	3
		Elective to be selected outside area of specialization	3	0	3
			15	0	15
SEVENTH QUARTER					
BUS	240	Interpersonal Communications	5	0	5
BUS	270	Management Project	5	0	5
BUS	273	Government Relations	5	0	5
ECO	203	Economics	3	0	3
			18	0	18
T-018		TOTAL CREDIT HOURS			118

Business Electives must be selected from the following:

BUS	204	Personal Finance
BUS	237	Human Resources Personnel Management
BUS	238	Planning Selection and Placement
BUS	241	Labor Relations

BUSINESS ADMINISTRATION
Associate Degree Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students

			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
FIRST QUARTER- Fall					
BUS	111	Introduction to Business	3	0	3
ENG	111	Introduction to Composition	3	0	3
			6	0	6
SECOND QUARTER- Winter					
ENG	112	Composition & Literature	3	0	3
		Business Elective (select from list)	3	0	3
			6	0	6
THIRD QUARTER- Spring					
ENG	123	Report Writing	3	0	3
MAT	115	Survey of Mathematics	3	0	3
			6	0	6
FOURTH QUARTER- Summer					
EDP	200	Microcomputer Utilization	1	4	3
		Social/Behavioral Science Elective	3	0	3
			4	4	6
FIFTH QUARTER- Fall					
BUS	211	Principles of Accounting	5	0	5
EDP	210	Spreadsheet	1	4	3
			6	4	8
SIXTH QUARTER- Winter					
BUS	212	Principles of Accounting	5	0	5
BUS	220	Business Finance	5	0	5
			10	0	10
SEVENTH QUARTER- Spring					
BUS	213	Principles of Accounting	5	0	5
BUS	273	Government Relations	5	0	5
			10	0	10
EIGHTH QUARTER- Summer					
BUS	235	Introduction to Management	5	0	5
BUS	239	Introduction to Marketing	5	0	5
			10	0	10
NINTH QUARTER - Fall					
BUS	234	Industrial Administration	5	0	5
BUS	236	Organizational Behavior	5	0	5
			10	0	10
TENTH QUARTER - Winter					
ECO	201	Economics	3	0	3
ENG	222	Written Communication	3	0	3
			6	0	6

ELEVENTH QUARTER - Spring					
BUS	284	Process Improvement	5	0	5
ECO	202	Economics	3	0	3
			8	0	8
TWELFTH QUARTER - Summer					
BUS	201	Business Law	3	0	3
ECO	203	Economics	3	0	3
			6	0	6
THIRTEENTH QUARTER - Fall					
BUS	202	Business Law	3	0	3
		Elective to be selected outside area of specialization	3	0	3
			6	0	6
FOURTEENTH QUARTER - Winter					
BUS	203	Business Law	3	0	3
BUS	229	Taxes	4	0	4
			7	0	7
FIFTEENTH QUARTER - Spring					
BUS	240	Interpersonal Communication	5	0	5
BUS	270	Management Project	5	0	5
			10	0	10
SIXTEENTH QUARTER - Summer					
ENG	140	Oral Communication	3	0	3
T-018		TOTAL CREDIT HOURS			118

Business Electives must be selected from the following:

BUS	204	Personal Finance
BUS	237	Human Resources Personnel Management
BUS	238	Planning Selection & Placement
BUS	241	Labor Relations

BUSINESS COMPUTER PROGRAMMING

Curriculum Description:

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flowcharting, programming procedures, and languages and types, uses, and operation of equipment. In addition, students may be able to transfer some or all of the courses in this curriculum to senior colleges and universities.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Analyze existing manual business procedures and design computer programs to fully automate those systems.
2. Use microcomputer software packages for business applications in word processing, data base, and spreadsheet environment.
3. Create microcomputer software in BASIC and C language utilizing the IBM-PC.
4. Use AS/400 utilities to complement development of computerized systems.
5. Create computer programs in COBOL and RPG on an AS/400.
6. Define and describe on-line, interactive, and real-time computer systems.

Job Opportunities:

ENTRY LEVEL	ADVANCED LEVEL
Computer Programmer	Data Processing Manager/Supervisor
Computer Programmer Trainee	Computer Operations Manager/ Supervisor
Information Systems Programmer	Chief Business Programmer
Process Control Programmer	Data Processing Programmer/Analyst
Detail Programmer	

BUSINESS COMPUTER PROGRAMMING
Associate Degree Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
BUS	111	Introduction to Business	3	0	3
BUS	116	Alphabetic Microcomputer Keyboarding	1	2	2
CSC	120	Programming Logic with Basic	3	2	4
EDP	101	Introduction to EDP	3	2	4
ENG	111	Introduction to Composition	3	0	3
			13	6	16
SECOND QUARTER					
BUS	130	Business Mathematics	5	0	5
EDP	200	Microcomputer Utilization	1	4	3
ENG	112	Composition & Literature	3	0	3
		Elective to be selected outside area of specialization	3	0	3
			12	4	14
THIRD QUARTER					
BUS	211	Principles of Accounting	5	0	5
EDP	130	C Language	3	2	4
EDP	140	Windows	3	2	4
EDP	210	Integrated Software	1	4	3
ENG	113	Research & Composition	3	0	3
			15	8	19
FOURTH QUARTER					
BUS	212	Principles of Accounting	5	0	5
CSC	241	Beginning RPG III	3	2	4
CSC	250	Beginning COBOL	3	2	4
ENG	140	Oral Communication	3	0	3
ENG	222	Written Communication	3	0	3
			17	4	19
FIFTH QUARTER					
CSC	242	Intermediate RPG III	3	2	4
CSC	251	Advanced COBOL	3	2	4
EDP	235	Systems Utilities	3	2	4
MAT	115	Survey of Mathematics	3	0	3
			12	6	15
SIXTH QUARTER					
CSC	243	Advanced RPG III	3	2	4
CSC	265	Networking	4	0	4
EDP	247	Systems Analysis	4	0	4
EDP	256	Data Base Management	3	2	4
		Elective to be selected outside area of specialization	3	0	3
			17	4	19
SEVENTH QUARTER					
EDP	150	Automated Accounting	1	4	3
EDP	258	Data Processing Project	1	6	4
		Data Processing Elective (select from list)	4	0	4
		Social/Behavioral Science Elective	5	0	5
			11	10	16
T-022		TOTAL CREDIT HOURS			118

Data Processing Electives must be selected from the following:

CSC	229	Micro Troubleshooting & Repair
CSC	266	Advanced Networking
EDP	215	Advanced Spreadsheet
EDP	257	Advanced Data Base

BUSINESS COMPUTER PROGRAMMING

Associate Degree Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Evening Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER- Fall					
CSC	120	Program Logic with BASIC	3	2	4
EDP	101	Introduction to EDP	3	2	4
			6	4	8
SECOND QUARTER - Winter					
BUS	111	Introduction to Business	3	0	3
BUS	130	Business Mathematics	5	0	5
			8	0	8
THIRD QUARTER - Spring					
BUS	116	Alphabetic Microcomputer Keyboarding	1	2	2
EDP	200	Microcomputer Utilization	1	4	3
			2	6	5
FOURTH QUARTER - Summer					
EDP	130	C Language	3	2	4
EDP	140	Windows	3	2	4
			6	4	8
FIFTH QUARTER - Fall					
BUS	211	Principles of Accounting	5	0	5
ENG	111	Introduction to Composition	3	0	3
			8	0	8
SIXTH QUARTER - Winter					
BUS	212	Principles of Accounting	5	0	5
ENG	112	Composition & Literature	3	0	3
			8	0	8
SEVENTH QUARTER - Spring					
CSC	241	Beginning RPG III	3	2	4
ENG	113	Research & Composition	3	0	3
			6	2	7
EIGHTH QUARTER - Summer					
CSC	242	Intermediate RPG III	3	2	4
ENG	140	Oral Communication	3	0	3
			6	2	7
NINTH QUARTER - Fall					
CSC	243	Advanced RPG III	3	2	4
EDP	235	Systems Utilities	3	2	4
			6	4	8
TENTH QUARTER - Winter					
CSC	250	Beginning COBOL	3	2	4
EDP	247	Systems Analysis	4	0	4
			7	2	8

ELEVENTH QUARTER - Spring					
CSC	251	Advanced COBOL	3	2	4
CSC	265	Networking	4	0	4
			7	2	8
TWELFTH QUARTER - Summer					
		Social/Behavioral Science Elective	5	0	5
		Elective to be selected outside area of specialization	3	0	3
			8	0	8
THIRTEENTH QUARTER - Fall					
EDP	256	Data Base Management	3	2	4
MAT	115	Survey of Mathematics	3	0	3
			6	2	7
FOURTEENTH QUARTER - Winter					
		Data Processing Elective (select from list)	4	0	4
		Elective to be selected outside area of specialization	3	0	3
			7	0	7
FIFTEENTH QUARTER - Spring					
EDP	150	Automated Accounting	1	4	3
EDP	210	Integrated Software	1	4	3
			2	8	6
SIXTEENTH QUARTER - Summer					
EDP	258	Data Processing Project	1	6	4
ENG	222	Written Communication	3	0	3
			4	6	7
T-022		TOTAL CREDIT HOURS			118

Data Processing Electives must be selected from the following:

CSC	229	Micro Troubleshooting & Repair
CSC	266	Advanced Networking
EDP	215	Advanced Spreadsheet
EDP	257	Advanced Data Base

CHILD CARE WORKER

Curriculum Description:

The Child Care Worker curriculum prepares individuals to work as assistants with early childhood specialists in day care centers, nursery schools, kindergartens, child development centers, recreation centers, and some programs for children with special needs. This curriculum provides course work to meet the requirements for entry level employment and upgrading or retraining of staff in child care facilities.

Instruction includes theory and application in child care settings. Students learn about growth and development of children, behavior patterns of children, health practices, and how to help families and maximize children's skills and positive development.

Competencies:

Upon successful completion of this program, students should be able to:

1. Set up, supervise and interact with children in indoor and outdoor learning centers.
2. Plan and present activities to children which promote their physical health and safety, motor development, expressive and receptive language, understanding of the world about them, positive self-image, aesthetic appreciation and expression, and interpersonal social skills.
3. Assist with preparation and service of children's meals.
4. Guide individual child and group behavior using positive techniques.
5. Communicate accurately and effectively with children's parents and co-workers about children's progress and needs, the child day care program, and human resource agencies in the community.

Admissions Requirements:

Special students may take education classes that do not have a lab without meeting any special requirements; however, in order to enroll in classes with a lab or to earn a Child Care Worker diploma, students must do the following to comply with the law and/or be eligible for employment:

1. Have physical and emotional health status compatible with ability to provide safe child care (includes annual test indicating the student is free of TB)
2. Have signed and submitted the Statement of Understanding Concerning Acceptance for Clinical Training
3. Have signed and submitted the Discipline and Behavior Management Policy.

Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or licensure in this field.

Prospective students should obtain additional information from a college counselor or program faculty member prior to seeking admission.

Job Opportunities:

- Teacher
- Preschool teacher
- Child Care Assistant (Aide)

CHILD CARE WORKER

Diploma Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day Students

			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
FIRST QUARTER					
EDU	100	Child Day Care	2	0	2
*EDU	102	Introduction to Child Development	2	3	3
*EDU	103	Caring for Children	2	3	3
EDU	140	Family in the Community	3	0	3
ENG	111	Introduction to Composition	3	0	3
			12	6	14
EDU	105	Child Care Credential I	3	0	3
EDU	106	Child Care Credential II	3	0	3
		(*EDU 105 and EDU 106 may be substituted for EDU 102 and EDU 103)			
SECOND QUARTER					
EDU	121	Child Development I	3	3	4
EDU	124	Human Interaction	3	0	3
EDU	126	Language Arts	3	3	4
EDU	151	Motor Development in Children	3	3	4
			12	9	15
THIRD QUARTER					
EDU	122	Child Development II	3	3	4
EDU	125	Working with Preschoolers	3	3	4
EDU	127	Care of Infants & Toddlers	3	3	4
EDU	145	School Age Child Care	3	0	3
ENG	140	Oral Communication	3	0	3
			15	9	18
FOURTH QUARTER					
ART	240	Art for Children	2	4	4
EDU	129	Science for Children	3	3	4
EDU	1200	Supervised Lab	3	9	6
HEA	107	First Aid	3	0	3
			11	16	17
V-067		TOTAL CREDIT HOURS			64

COMPUTER ENGINEERING TECHNOLOGY

Curriculum Description:

This program is intended to provide the skills required to install, service and maintain computers, microprocessor and computer controlled equipment and computer peripheral devices. In addition, students may be able to transfer some or all of the courses in this curriculum to senior colleges and universities.

The curriculum provides training in both the hardware and software areas of the computer field.

A sequence of introductory hardware courses provides the student with a strong background in physics, technical mathematics, electricity, electronics and digital logic circuits and concepts. Advanced course work provides a detailed study of: the logic of the central processing unit, the operation of integrated circuits in the central processing units, the operation and use of integrated circuit memory devices and the interfacing of the central processing unit to memory devices. Additional studies cover interfacing the central processing unit to external devices using both serial and parallel data transfer, the operation of large scale integration programmable interface units and their interfacing with the central processing unit, and the operation of computer peripheral devices such as video displays, printers, floppy disk storage systems, magnetic tape units, keyboards and the techniques of converting signals between the analog and digital forms.

The programming course work provides a sequence of study stressing good program design techniques, structured programming and program documentation. Rather than being familiar with a large number of programming languages, the student is expected to learn well a highly structured language, such as C, and an assembly language. The importance of assembly language to the understanding of the operation of the central processing unit and the related computer units is stressed. Computer operating system concepts are discussed to provide a unified view of the hardware and software aspects of the computer system.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Demonstrate an understanding of basic electronic components, semiconductor devices, operational amplifiers, and linear integrated circuits in various electronic systems.
2. Use basic test equipment and measuring instruments.

3. Design, build, and analyze combinational and sequential logic circuits that use digital integrated circuits. Build a basic microprocessor system that incorporates both RAM and EPROM memory, input and output ports, and specialized interfacing components.
4. Perform system control programming in assembly language and do scientific in C.
5. Demonstrate an understanding of basic functions and operating characteristics of various computer peripherals such as CRT's, printers, and disk drives.

Job Opportunities:

Electronic Computer Mechanic
Electronic Systems Mechanic

COMPUTER ENGINEERING TECHNOLOGY
Associate in Applied Science Degree Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day Students

			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
FIRST QUARTER					
EGR	101	Introduction to Technical Computing	1	3	2
ELN	103	Introduction to Electronics	3	4	5
ELN	121	Digital Electronics I	3	2	4
ENG	111	Introduction to Composition	3	0	3
		Humanities/Social/Behavioral Science Elective	3	0	3
			13	9	17
SECOND QUARTER					
DFT	111	Design and Construction	1	3	2
ELN	102	Electronic Systems Applications	3	3	4
ELN	122	Digital Electronics II	3	3	4
ENG	112	Composition & Literature	3	0	3
MAT	111	College Algebra	5	0	5
			15	9	18
THIRD QUARTER					
ELN	111	DC Circuits	3	3	4
ELN	201	Semiconductor Devices & Circuits	3	3	4
ELN	225	Switching & Interfacing Circuits	3	3	4
ENG	123	Report Writing	3	0	3
MAT	112	Trigonometry	5	0	5
			17	9	20
FOURTH QUARTER					
DFT	110	CAD for Electonics	1	3	2
ELN	112	DC/AC Circuits	3	3	4
ELN	119	Programming for Electronics	2	3	3
ELN	123	Microprocessors	3	3	4
MAT	199	Analytic Geometry & Calculus I	5	0	5
			14	12	18

FIFTH QUARTER

CET	111	Advanced Computer Programming Using C Language	2	4	4
ELN	211	Operational Amplifiers I	3	3	4
ELN	221	Microprocessor Interfacing	3	3	4
ENG	140	Oral Communication	3	0	3
PHY	104	General Physics I	3	3	4
			14	13	19

SIXTH QUARTER

CET	210	Computer System Maintenance and Repair	2	4	4
CET	220	Communication Systems	3	2	4
ELN	222	Microprocessor Systems	3	3	4
PHY	105	General Physics II	3	3	4
			11	12	16

SEVENTH QUARTER

CET	211	Computer Peripheral Maintenance and Repair	2	4	4
CET	221	Local Area Networks	2	4	4
ELN	285	Electronic Design Project	0	6	2
PHY	106	General Physics III	3	3	4
		Social/Behavioral Science Elective	3	0	3
			10	17	17

T-040 TOTAL CREDIT HOURS 125

COSMETOLOGY

Curriculum Description:

The field of Cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given.

The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin, and hands, including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Advise men and women of make-up and care of hair, skin, and hands including the nails.
2. Demonstrate the proper practices of manicuring, shampooing, permanent waving, facials, massage, scalp treatment, hair cutting and styling, and wig service.
3. Practice cosmetology art within the ethical and legal framework of the profession.
4. Demonstrate the ability to read necessary materials relating to the practice of cosmetology.
5. Communicate effectively with clients and business associates within the profession.
6. Understand the basic principles of small business operations.

Job Opportunities:

ENTRY LEVEL
Cosmetologist
Sales Representative, Beauty Equipment and Supplies
Scalp Treatment Operator
Wig Dresser

ADVANCED LEVEL
Hair Stylist
Owner, Beauty Salon
Manager, Beauty Salon

COSMETOLOGY

Diploma Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Day Students

			Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER					
COS	1001	Cosmetology I	6	24	14
REA	1102	Reading Improvement*	3	0	3
			9	24	17
SECOND QUARTER					
COS	1002	Cosmetology II	6	24	14
ENG	1102	Communication Skills*	3	0	3
			9	24	17
THIRD QUARTER					
COS	1003	Cosmetology III	6	24	14
PSY	1101	Human Relations*	3	0	3
			9	24	17
FOURTH QUARTER					
BUS	1103	Small Business Operations*	3	0	3
COS	1004	Cosmetology IV	6	24	14
			9	24	17
FIFTH QUARTER					
COS	1005	Cosmetology V	0	30	10
			0	30	10
V-009		TOTAL CREDIT HOURS			78

* These courses are co-requisites of COS 1001, 1002, 1003, and/or 1004.

COSMETOLOGY

Diploma Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Evening Students

	Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER			
COS 1001A Cosmetology I	3	12	7
REA 1102 Reading Improvement*	3	0	3
	6	12	10
SECOND QUARTER			
COS 1001B Cosmetology I	3	12	7
	3	12	7
THIRD QUARTER			
COS 1002A Cosmetology II	3	12	7
ENG 1102 Communication Skills*	3	0	3
	6	12	10
FOURTH QUARTER			
COS 1002B Cosmetology II	3	12	7
	3	12	7
FIFTH QUARTER			
COS 1003A Cosmetology III	3	12	7
PSY 1104 Human Relations*	3	0	3
	6	12	10
SIXTH QUARTER			
COS 1003B Cosmetology III	3	12	7
	3	12	7
SEVENTH QUARTER			
BUS 1103 Small Business Operations*	3	0	3
COS 1004A Cosmetology IV	3	12	7
	6	12	10
EIGHTH QUARTER			
COS 1004B Cosmetology IV	3	12	7
	3	12	7
NINTH QUARTER			
COS 1005A Cosmetology V	0	15	5
	0	15	5
TENTH QUARTER			
COS 1005B Cosmetology V	0	15	5
	0	15	5

V-009 TOTAL CREDIT HOURS 78

* These courses are co-requisites of COS 1001, 1002, 1003, and/or 1004.

CRIMINAL JUSTICE

Curriculum Description:

The Criminal Justice Technology curriculum is designed so that it may be a multi-faceted program of study. It may consist of study options in corrections, law enforcement, and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills, and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services, and security services. It includes subjects such as interpersonal communications, law, psychology, and sociology. Students may be able to transfer some or all of the courses in this curriculum to senior colleges and universities.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program, such as confinement facility administration, correctional law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems, and surveillance.

Job opportunities are available with federal, state, county, and municipal governments. In addition, knowledge, skills, and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas an industrial, retail, and private security.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Demonstrate an understanding of criminal law, legal rights of adults and juveniles, the judicial process, and correctional institutions.
2. Demonstrate an understanding of techniques used in the investigation of traffic accidents, the investigation and management of crime scenes, interview of witnesses and interrogation of suspects, management of criminal investigations, and court testimony.

3. Demonstrate an understanding of the history of correctional systems and contemporary techniques utilized by correctional agencies.
4. Demonstrate an understanding of the most common management techniques utilized by law enforcement and correctional agencies.
5. Demonstrate an understanding of the importance of community relations and an ethical framework to the criminal justice profession.

Job Opportunities:

Alcohol Enforcement Officer
College or University Officer
Correctional Officer
Correctional Programs Assistant
Deputy Sheriff
Industrial Security Officer
Investigators
Highway Patrolman
Police Officer
Park Security Officer
Private Security Officer
Retail Security Officer
Wildlife Enforcement Officer

CRIMINAL JUSTICE
Associate in Applied Science Degree Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
BUS	101	Keyboarding/Formatting	3	2	4
CJC	101	Introduction to Criminal Justice	5	0	5
CJC	241	Community Relations & Ethics	5	0	5
ENG	111	Introduction to Composition	3	0	3
			16	2	17
SECOND QUARTER					
CJC	102	Introduction to Criminology	5	0	5
CJC	140	Criminal Procedures & Evidence	5	0	5
EDP	200	Microcomputer Utilization	1	4	3
ENG	112	Composition & Literature	3	0	3
HEA	100	Wellness for Life	3	0	3
			17	4	19
THIRD QUARTER					
CJC	110	Juvenile Justice	5	0	5
CJC	115	Criminal Law	5	0	5
CJC	246	Counseling	3	0	3
ENG	113	Research & Composition	3	0	3
			16	0	16
FOURTH QUARTER					
CJC	212	Criminalistics	5	0	5
POL	201	American National Government	5	0	5
SOC	201	Principles of Sociology	5	0	5
			15	0	15

FIFTH QUARTER

CJC	103	Introduction to Corrections	4	0	4
CJC	210	Investigative Procedures	5	0	5
MAT	115	Survey of Mathematics or Math Elective	3	0	3
		Elective to be selected outside area of specialization	3	0	3
			15	0	15

SIXTH QUARTER

CJC	130	Organization & Administration	5	0	5
CJC	242	Contemporary Corrections	5	0	5
POL	202	State & Local Government	5	0	5
		Elective to be selected outside area of specialization	5	0	5
			20	0	20

SEVENTH QUARTER

CJC	150	Seminar in Criminal Justice	3	0	3
CJC	222	Traffic Mgt & Enforcement	5	0	5
ENG	150	Principles of Communication	5	0	5
PSY	201	General Psychology	5	0	5
			18	0	18

T-129 TOTAL CREDIT HOURS 120

CRIMINAL JUSTICE

Associate in Applied Science Degree Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students
Program Begins Even Years

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER - Fall					
CJC	101	Introduction to Criminal Justice	5	0	5
ENG	111	Introduction to Composition	3	0	3
			8	0	8
SECOND QUARTER - Winter					
CJC	102	Introduction to Criminology	5	0	5
ENG	112	Composition & Literature	3	0	3
			8	0	8
THIRD QUARTER - Spring					
CJC	115	Criminal Law	5	0	5
ENG	113	Research & Composition	3	0	3
			8	0	8
FOURTH QUARTER - Summer					
BUS	101	Keyboarding/Formatting	3	2	4
CJC	212	Criminalistics	5	0	5
			8	2	9
FIFTH QUARTER - Fall					
CJC	103	Introduction to Corrections	4	0	4
		Elective to be selected outside area of specialization	3	0	3
			7	0	7
SIXTH QUARTER - Winter					
CJC	130	Organization & Administration	5	0	5
HEA	100	Wellness for Life	3	0	3

			8	0	8
SEVENTH QUARTER - Spring					
CJC	110	Juvenile Justice	5	0	5
EDP	200	Microcomputer Utilization	1	4	3
			6	4	8
EIGHTH QUARTER - Summer					
POL	201	American National Government	5	0	5
SOC	201	Principles of Sociology	5	0	5
			10	0	10
NINTH QUARTER - Fall					
CJC	241	Community Relations & Ethics	5	0	5
PSY	201	General Psychology	5	0	5
			10	0	10
TENTH QUARTER - Winter					
CJC	140	Criminal Procedures & Evidence	5	0	5
POL	202	State & Local Government	5	0	5
			10	0	10
ELEVENTH QUARTER - Spring					
CJC	150	Seminar in Criminal Justice	3	0	3
CJC	222	Traffic Mgt & Enforcement	5	0	5
			8	0	8
TWELFTH QUARTER - Fall					
CJC	210	Investigative Procedures	5	0	5
MAT	115	Survey of Mathematics or Math Elective	3	0	3
			8	0	8
THIRTEENTH QUARTER - Winter					
CJC	242	Contemporary Corrections	5	0	5
		Elective to be selected outside area of specialization	5	0	5
			10	0	10
FOURTEENTH QUARTER - Spring					
CJC	246	Counseling	3	0	3
ENG	150	Principles of Communication	5	0	5
			8	0	8
T-129		TOTAL CREDIT HOURS			120

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain pre-employment experience, employment, or licensure in this field. Prospective students should obtain additional information from a college counselor or program faculty member prior to seeking admission.

DRAFTING—MECHANICAL

Curriculum Description:

The Drafting—Mechanical curriculum prepares individuals to enter the field of mechanical drafting. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The drafter associates with many levels of personnel—administrators, engineers, skilled workers—and must be able to communicate effectively with them.

The mechanical drafting graduate performs the duties of a general drafter, specializing in making rough drafting sketches of proposed mechanical devices, and then draws necessary details. The drafter also prepares accurate scale drawings of parts for machines from specifications.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Letter free hand engineering gothic 1/8 inch vertical caps in a professional manner.
2. Construct geometric shape configurations from engineering sketches.
3. Use the standard drafting tools, both manual and computer, to create working drawings.
4. Operate and use basic blueprint machines.
5. Draw to scale, sketch, and dimension normal, auxiliary, and pictorial views, both manually and by use of computer-aided drafting (CAD) systems.

Job Opportunities:

ENTRY LEVEL
Drafter Apprentice
Assistant Drafter
Drafter

ADVANCED LEVEL
Detailer
Detailer Drafter
Commercial Drafter

DRAFTING—MECHANICAL
Diploma Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
DFT	1101	Drafting - Mechanical	4	9	7
MAT	1101	Fundamentals of Mathematics	5	0	5
MEC	101	Machine Processes	3	3	4
MEC	1135	Industrial Organizations	3	0	3
REA	1101	Reading Improvement	2	0	2
			17	12	21
SECOND QUARTER					
DFT	106	Computer Aided Drafting	1	2	2
DFT	1102	Drafting - Mechanical	4	12	8
ENG	1102	Communication Skills	3	0	3
MAT	1102	Shop Math I	3	0	3
			11	14	16
THIRD QUARTER					
DFT	107	Computer Aided Drafting	1	2	2
DFT	1103	Drafting - Mechanical	4	6	6
MAT	1103	Shop Math II	3	0	3
PHY	1101	Applied Physics	3	2	4
PSY	1101	Human Relations	3	0	3
			14	10	18
FOURTH QUARTER					
DFT	108	Computer Aided Drafting	1	2	2
DFT	1104	Drafting - Mechanical	5	9	8
DFT	1112	Descriptive Geometry	2	3	3
PHY	1102	Applied Physics	3	2	4
			11	16	17

V-017 TOTAL CREDIT HOURS 72

DRAFTING—MECHANICAL
Certificate Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students

	Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER			
DFT 1101A Drafting - Mechanical	2	3	3
MAT 1102 Shop Math I	3	0	3
	5	3	6
SECOND QUARTER			
DFT 106 Computer Aided Drafting	1	2	2
DFT 1101B Drafting - Mechanical	1	3	2
	2	5	4
THIRD QUARTER			
DFT 1101C Drafting - Mechanical	1	3	2
MAT 1103 Shop Math II	3	0	3
	4	3	5
FOURTH QUARTER			
DFT 107 Computer Aided Drafting	1	2	2
DFT 1102A Drafting - Mechanical	1	3	2
	2	5	4

Emphasis in Basic Drafting Procedures

V-017	TOTAL CREDIT HOURS	19

EARLY CHILDHOOD ASSOCIATE

Curriculum Description:

The Early Childhood Associate curriculum is designed to prepare individuals to work with children in learning environments from infancy through middle childhood. The program of study includes the subjects of child growth and development, physical and nutritional needs of children, care and guidance of children, and communication with children and their parents. Students learn to foster the cognitive/language, physical/motor, and social/emotional development of children. The program of study combines theories and principles with opportunities for supervised practice.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities are available in child development and child care programs, preschools, public and private schools, recreational centers, kindergartens, some Head Start programs, and programs for children with special needs. In addition, students may be able to transfer some or all of the courses in this curriculum to senior colleges and universities.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Organize indoor and outdoor learning centers for safe and healthy care and education of various developmental levels of children aged 0-8 years.
2. Carry out responsibilities related to the overall functioning of the children's program in staffing, assignment of classroom responsibility to assistants, equipment and supply inventory, food service, budgeting and evaluation.
3. Promote overall child development in the physical, nutritional, intellectual, language, social, self-image, emotional and aesthetic appreciation areas through planning and presentation of age-appropriate activities to children.
4. Communicate effectively with co-workers and parents about aspects of the children's program, child behavior and guidance, and available human resource agencies in the community.
5. Value membership in professional organizations and participation in professional development opportunities for personal growth and job-related skills.

Admissions Requirements:

Special students may take education classes that do not have a lab without meeting any special requirements; however, in order to enroll in classes with a lab or to earn a Child Care Worker diploma, students must do the following to comply with the law and/or be eligible for employment:

1. Have physical and emotional health status compatible with ability to provide safe child care (includes annual test indicating the student is free of TB)
2. Have signed and submitted the Statement of Understanding Concerning Acceptance for Clinical Training
3. Have signed and submitted the Discipline and Behavior Management Policy.

Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or licensure in this field. Prospective students should obtain additional information from a college counselor or program faculty member prior to seeking admission.

Job Opportunities:

ENTRY LEVEL	ADVANCED LEVEL
Child Care Teacher	Director, Child Care Center
Preschool Teacher	Director, Preschool
	Model/Mentor Preschool Teacher

EARLY CHILDHOOD ASSOCIATE
Associate in Applied Science Degree Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day Students

Davidson County Community College offers the first year of this program. The curriculum is designed so that students can transfer to Guilford Technical Community College, Rowan-Cabarrus Community College, or Forsyth Technical Community College to complete the second year and receive an associate degree. The College has formal cooperative agreements with these neighboring colleges for the transfer of credit. Students should contact the college to which they plan to transfer to determine the sequence of course offerings and time required to complete the degree.

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
EDU	100	Child Day Care	2	0	2
*EDU	102	Introduction to Child Development	2	3	3
*EDU	103	Caring for Children	2	3	3
EDU	140	Family in the Community	3	0	3
MAT	115	Survey of Mathematics	3	0	3
			12	6	14
EDU	105	Child Care Credential I	3	0	3
EDU	106	Child Care Credential II	3	0	3

(*EDU 105 and EDU 106 may be substituted for EDU 102 and EDU 103)

			Class	Lab.	Credit
SECOND QUARTER					
EDU	121	Child Development I	3	3	4
EDU	124	Human Interaction	3	0	3
EDU	126	Language Arts	3	3	4
EDU	151	Motor Development in Children	3	3	4
ENG	111	Introduction to Composition	3	0	3
			15	9	18
THIRD QUARTER					
EDU	122	Child Development II	3	3	4
EDU	125	Working with Preschoolers	3	3	4
EDU	127	Care of Infants & Toddlers	3	3	4
ENG	112	Composition & Literature	3	0	3
			12	9	15
FOURTH QUARTER					
ART	240	Art for Children	2	4	4
EDU	129	Science for Children	3	3	4
ENG	140	Oral Communication	3	0	3
HEA	107	First Aid	3	0	3
		Elective to be selected outside area of specialization	3	0	3
			14	7	17

FIFTH QUARTER

EDU	136	Children's Literature	3	3	4
EDU	222	Parent Education	3	0	3
EDU	223	Enrichment Activities	3	9	6
		Humanities/Social/Behavioral Science Elective	3	0	3
			12	12	16

SIXTH QUARTER

EDU	226	Child Day Care Management	3	0	3
EDU	240	Guidance	3	3	4
EDU	241	Play Settings and Activities	3	9	6
ENG	222	Written Communication	3	0	3
			12	12	16

SEVENTH QUARTER

EDU	145	School Age Child Care	3	0	3
EDU	221	Exceptional Child	3	3	4
EDU	263	Seminar Practicum	3	10	4
SOC	203	Marriage and Family	5	0	5
			14	13	16

T-073 TOTAL CREDIT HOURS 112

ELECTROMECHANICAL TECHNOLOGY

Curriculum Description:

Advances in both manufacturing and maintenance techniques over the past decade have made it necessary to bridge the gap between electronics and mechanics with a technician versed in both disciplines. This type technician eliminates many communication and specialty problems and provides a highly efficient individual who can approach electromechanical problems, analyze the situation, find a solution, and actually perform the service; thus requiring only one technician instead of two or more. This curriculum provides courses to give the student a background in electricity/electronics, mechanical operations and functions, and in electromechanical systems covering such devices as computers, servomechanisms, and numerical control systems. Students may be able to transfer some or all of the courses in this curriculum to senior colleges and universities.

The electromechanical technician may fabricate, test, analyze and adjust precision electromechanical instruments such as temperature probes and aerodynamic probes; use hand tools and metal working machines; install electrical assemblies and hardware; and test assembled instruments according to analysis. The electromechanical technician has employment possibilities with industry and business in maintenance, production, research, development or sales as an engineering assistant, engineering aide or field engineer.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Use a microcomputer in industrial applications.
2. Operate automated systems and robots in industries.
3. Write programs for a programmable controller and operate the control system, and demonstrate familiarity with one computer programming language such as BASIC, Pascal, etc.
4. Demonstrate familiarity with various electromechanical systems in their operation, maintenance, and repair.
5. Identify the interfaces between electronic, electrical, and mechanical systems.

Job Opportunities:

Electromechanical Technician
Fabrication Technician

Electromechanical Inspector

ELECTROMECHANICAL TECHNOLOGY
Associate in Applied Science Degree Program
SUGGESTED SEQUENCE OF COURSES BY QUARTER
For Day Students
(Not available 1995-96)

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
ELN	103	Introduction to Electronics	3	4	5
ELN	111	DC Circuits	3	3	4
ELN	121	Digital Electronics I	3	2	4
ENG	111	Introduction to Composition	3	0	3
MAT	111	College Algebra	5	0	5
			17	9	21
SECOND QUARTER					
ELN	102	Electronic Systems Applications	3	3	4
ELN	112	DC/AC Circuits	3	3	4
ELN	122	Digital Electronics II	3	3	4
ENG	112	Composition & Literature	3	0	3
MAT	112	Trigonometry	5	0	5
			17	9	20
THIRD QUARTER					
ELN	113	AC Circuits	3	3	4
ELN	123	Microprocessors	3	3	4
ENG	123	Report Writing	3	0	3
MEC	235	Industrial Hydraulics	3	3	4
		Elective to be selected outside area of specialization	3	0	3
			15	9	18
FOURTH QUARTER					
DFT	111	Design and Construction	1	3	2
DFT	211	Mechanisms	3	2	4
HEA	107	First Aid	3	0	3
MEC	119	Programming for Technicians	2	3	3
		Social/Behavioral Science Electives	6	0	6
			15	8	18
FIFTH QUARTER					
DFT	110	CAD for Electronics	1	3	2
ENG	140	Oral Communication	3	0	3
MEC	201	Robotics & Automation	3	2	4
PHY	104	General Physics I	3	3	4
		Elective to be selected outside area of specialization	3	0	3
			13	8	16
SIXTH QUARTER					
ELC	111	Programmable Controllers	3	2	4
ELN	235	Industrial Devices & Systems	3	2	4
MEC	202	CNC Machining Systems	2	3	3
PHY	105	General Physics II	3	3	4
			11	10	15
SEVENTH QUARTER					
ELC	205	Troubleshooting and Maintenance	3	6	5
ELN	243	Industrial Controls	3	2	4
MEC	236	Fluid Power & Control	3	3	4
PHY	106	General Physics III	3	3	4
			12	14	17
		TOTAL CREDIT HOURS			125

T-039

ELECTROMECHANICAL TECHNOLOGY

Certificate Program

SUGGESTED SEQUENCE OF COURSES BY QUARTER

For Evening Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
MEC	201	Robotics & Automation	3	2	4
SECOND QUARTER					
MEC	235	Industrial Hydraulics	3	3	4
THIRD QUARTER					
MEC	236	Fluid Power & Control	3	3	4
FOURTH QUARTER					
ELC	111	Programmable Controllers	3	2	4

Emphasis in Industrial Control

T-039	TOTAL CREDIT HOURS	16

Prerequisite for entrance: Understanding of basic concepts of electronics and permission of the instructor.

ELECTRONIC SERVICING

Curriculum Description:

The curriculum in Electronic Servicing is designed to provide basic knowledge and skills required in the installation, maintenance, and servicing of electronic components and systems. Laboratory time will be spent verifying electronic theory and principles, and learning installation, maintenance, and service techniques.

An electronic service technician will be able to install, maintain, and service electronic equipment including: radios, television, audio/video recording and playback equipment, home entertainment systems, digital electronic systems, Master Antenna Television and Cable Television components and systems.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Troubleshoot problems and circuit failures encountered in most audio, television, and other video systems, including VCRs.
2. Service many types of equipment utilizing digital and logic circuits.
3. Service power supplies, home computer systems, and telephone hand sets.
4. Install and service standard television antennas and satellite antenna systems.
5. Function as a salesperson or owner of an electronic supplies and/or equipment business.
6. Solve electronic problems in industrial maintenance departments.

Job Opportunities:

Electronics Service Technician
Audio/Video Service Technician
Radio Service Technician
Television Service Technician

ELECTRONIC SERVICING
Diploma Program
(Not Available in 1995-96)
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
ELN	1110	Concepts of Electronics	3	3	4
ELN	1111	Direct and Alternating Current	4	9	7
PHY	1101	Applied Physics	3	2	4
			10	14	15
SECOND QUARTER					
ELN	1112	Electronic Devices	1	3	2
ELN	1113	Electronic Circuits and Systems	1	3	2
ELN	1114	Electronic Systems Applications	3	3	4
ELN	1115	Electrical Mathematics	5	0	5
ELN	1121	Digital Logic Circuits	2	6	4
ENG	1102	Communications Skills	3	0	3
			15	15	20
THIRD QUARTER					
ELN	1122	Digital Electronic Applications	3	3	4
ELN	1130	Consumer Product Servicing	4	9	7
ELN	1135	Television Servicing	2	6	4
PHY	1102	Applied Physics	3	2	4
PSY	1101	Human Relations	3	0	3
			15	20	22
FOURTH QUARTER					
ELN	1123	Computer Servicing	1	3	2
ELN	1132	Telephone System Repair	1	3	2
ELN	1136	AdvancedTelevision Servicing	1	3	2
ELN	1137	VCR Servicing	1	3	2
PHY	1113	Applied Physics	3	2	4
		Electronics Elective (select from list)	1	3	2
			8	17	14
V-042		TOTAL CREDIT HOURS			71

Electronics Elective must be selected from the following:

ELN	1133	FM Stereo Repair
ELN	1134	CB Theory & Repair
ELN	1138	Audio System Servicing
ELN	1139	FCC License Preparation
ELN	1140	Automotive Electronic Installation

ELECTRONIC SERVICING

Certificate Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Evening Students

	Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER			
ELN 1110 Concepts of Electronics	3	3	4
SECOND QUARTER			
ELN 1112 Electronic Devices	1	3	2
ELN 1113 Electronic Circuits and Systems	1	3	2
	2	6	4
THIRD QUARTER			
ELN 1121 Digital Logic Circuits	2	6	4
FOURTH QUARTER			
ELN 1135 Television Servicing	2	6	4

Emphasis in Troubleshooting Fundamentals

V-042	TOTAL CREDIT HOURS	16

ELECTRONIC SERVICING

Certificate Program*

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Evening Students

			Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER					
ELN	1130A	Consumer Product Servicing	3	6	5
SECOND QUARTER					
ELN	1123	Computer Servicing	1	3	2
ELN	1130B	Consumer Product Servicing	1	3	2
			2	6	4
THIRD QUARTER					
ELN	1132	Telephone System Repair	1	3	2
		Electronics Elective (select from list)	1	3	2
			2	6	4
FOURTH QUARTER					
ELN	1137	VCR Servicing	1	3	2
		Electronics Elective (select from list)	1	3	2
			2	6	4

Emphasis in Consumer Electronics

V-042 TOTAL CREDIT HOURS 17

*This certificate is designed for students who have completed the Electronic Servicing Certificate with emphasis in Troubleshooting Fundamentals or have appropriate work experience as determined by the instructor.

Electronics Elective must be selected from the following:

ELN	1132	Telephone System Repair
ELN	1133	FM Stereo Repair
ELN	1134	CB Theory & Repair
ELN	1138	Audio System Servicing
ELN	1139	FCC License Preparation
ELN	1140	Automotive Electronic Installation

ELECTRONICS ENGINEERING TECHNOLOGY

Curriculum Description:

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons. Students may be able to transfer some or all of the courses in this curriculum to senior colleges and universities.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance, or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor, or equipment specialist.

Accreditation: Both the day and evening programs have been accredited by the Technology Accreditation Commission/Accreditation Board for Engineering Technology (TAC/ABET).

Competencies:

Upon successful completion of this program, the student should be able to:

1. Demonstrate understanding and use of basic electronic components to include semiconductor devices (diodes, zener diodes, transistors, controlled rectifiers, triacs, and electro-optical devices) in power supplies, amplifiers, and control circuits.
2. Use basic test equipment and measuring instruments, including spectrum analyzers and logic analyzers. Use operational amplifiers and linear integrated circuits, basic theorems of AC and DC network analysis, including Thevenin, Norton, and Millman.
3. Design, build, and analyze combinational and sequential logic circuits that use digital integrated circuits. Build a basic microprocessor system that incorporates both RAM and EPROM memory, input and output ports, and specialized interfacing components.
4. Program a microprocessor in assembly language and do scientific programming in BASIC and C.
5. Demonstrate an understanding of AM and FM, single-sideband, television, and digital communications systems.

Job Opportunities:

- Electronics Technician
- Electrical Tester
- Electronic Engineering Technician
- Electronics Mechanic
- Electronics Sales and Service Technician

ELECTRONICS ENGINEERING TECHNOLOGY
Associate in Applied Science Degree Program
SUGGESTED SEQUENCE OF COURSES BY QUARTER
For Day Students

This is a TAC/ABET Accredited Curriculum.

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
EGR	101	Introduction to Technical Computing	1	3	2
ELN	103	Introduction to Electronics	3	4	5
ELN	121	Digital Electronics I	3	2	4
ENG	111	Introduction to Composition	3	0	3
		Humanities/Social/Behavioral Science Elective	3	0	3
			13	9	17
SECOND QUARTER					
DFT	111	Design and Construction	1	3	2
ELN	102	Electronic Systems Application	3	3	4
ELN	122	Digital Electronics II	3	3	4
ENG	112	Composition & Literature	3	0	3
MAT	111	College Algebra	5	0	5
			15	9	18
THIRD QUARTER					
ELN	111	DC Circuits	3	3	4
ELN	201	Semiconductor Devices & Circuits	3	3	4
ELN	225	Switching & Interfacing Circuits	3	3	4
ENG	123	Report Writing	3	0	3
MAT	112	Trigonometry	5	0	5
			17	9	20
FOURTH QUARTER					
DFT	110	CAD for Electronics	1	3	2
ELN	112	DC/AC Circuits	3	3	4
ELN	119	Programming for Electronics	2	3	3
ELN	123	Microprocessors	3	3	4
MAT	199	Analytical Geometry & Calculus I	5	0	5
			14	12	18
FIFTH QUARTER					
ELN	211	Operational Amplifiers I	3	3	4
ELN	221	Microprocessor Interfacing	3	3	4
ELN	235	Industrial Devices & Systems	3	2	4
ENG	140	Oral Communication	3	0	3
PHY	104	General Physics I	3	3	4
			15	11	19

SIXTH QUARTER

ELN	212	Operational Amplifiers II	3	3	4
ELN	222	Microprocessor Systems	3	3	4
ELN	243	Industrial Controls	3	2	4
PHY	105	General Physics II	3	3	4
		Elective to be selected outside area of specialization	3	0	3
			15	11	19

SEVENTH QUARTER

ELN	113	AC Circuits	3	3	4
ELN	245	Electronic Communications	3	3	4
ELN	285	Electronic Design Project	0	6	2
PHY	106	General Physics III	3	3	4
		Social/Behavioral Science Elective	3	0	3
			12	15	17

T-045 TOTAL CREDIT HOURS 128

ELECTRONICS ENGINEERING TECHNOLOGY
Associate in Applied Science Degree Program
SUGGESTED SEQUENCE OF COURSES BY QUARTER
For Evening Students
Program Begins Odd Years

This is a TAC/ABET Accredited Curriculum.

			Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER—Fall					
ELN	103	Introduction to Electronics	3	4	5
MAT	111	College Algebra	5	0	5
			8	4	10
SECOND QUARTER—Winter					
ELN	102	Electronic Systems Applications	3	3	4
MAT	112	Trigonometry	5	0	5
			8	3	9
THIRD QUARTER—Spring					
ELN	111	DC Circuits	3	3	4
MAT	199	Analytic Geometry & Calculus I	5	0	5
			8	3	9
FOURTH QUARTER— Summer					
DFT	111	Design and Construction	1	3	2
ELN	201	Semiconductor Devices and Circuits	3	3	4
		Humanities/Social Behavioral Science Elective	3	0	3
			7	6	9
FIFTH QUARTER— Fall					
EGR	101	Introduction to Technical Computing	1	3	2
ELN	121	Digital Electronics I	3	2	4
ENG	111	Introduction to Composition	3	0	3
			7	5	9

SIXTH QUARTER—Winter

ELN	122	Digital Electronics II	3	3	4
ENG	112	Composition and Literature	3	0	3
			6	3	7

SEVENTH QUARTER—Spring

ELN	123	Microprocessors	3	3	4
		Elective to be selected outside area of specialization	3	0	3
			6	3	7

EIGHTH QUARTER—Summer

ELN	112	DC/AC Circuits	3	3	4
ELN	119	Programming for Electronics	2	3	3
			5	6	7

NINTH QUARTER—Fall

ELN	225	Switching and Interfacing Circuits	3	3	4
PHY	104	General Physics I	3	3	4
			6	6	8

TENTH QUARTER—Winter

ELN	211	Operational Amplifiers I	3	3	4
PHY	105	General Physics II	3	3	4
			6	6	8

ELVENTH QUARTER—Spring

ELN	221	Microprocessor Interfacing	3	3	4
PHY	106	General Physics III	3	3	4
			6	6	8

TWELFTH QUARTER—Summer

ELN	212	Operational Amplifiers II	3	3	4
ELN	222	Microprocessor Systems	3	3	4
			6	6	8

THIRTEENTH QUARTER—Fall

DFT	110	CAD for Electronics	1	3	2
ELN	235	Industrial Devices & Systems	3	2	4
ENG	140	Oral Communication	3	0	3
			7	5	9

FOURTEENTH QUARTER—Winter

ELN	243	Industrial Controls	3	2	4
ENG	123	Report Writing	3	0	3
			6	2	7

FIFTEENTH QUARTER—Spring

ELN	113	AC Circuits	3	3	4
ELN	285	Electronic Design Project	0	6	2
			3	9	6

SIXTEENTH QUARTER—Summer

ELN	245	Electronic Communications	3	3	4
		Social/Behavioral Science Elective	3	0	3
			6	3	7

T-045 TOTAL CREDIT HOURS 128

FIRE PROTECTION TECHNOLOGY

Curriculum Description:

The Fire Protection Technology courses are offered cooperatively by Guilford Technical Community College and Davidson County Community College.

The Fire Protection Technology curriculum is designed to enable individuals to draw on technical and professional knowledge in making effective decisions concerning fire protection. Through technical education, the individual acquires specialized knowledge in this field of public service and develops specific competencies for the performance of fire service administrative and supervisory duties. The curriculum includes areas such as the scientific understanding of fire hazards and their control and general courses that prepare one to work with people harmoniously.

Opportunities are excellent for the individual with adequate training and ability. Students seeking employment may be hired by governmental agencies, industrial firms, educational organizations, and insurance-rating organizations. Employed persons should have opportunities for positions requiring increased skill and responsibility as they increase their job competence. Students may be able to transfer some or all of the courses in this curriculum to senior colleges and universities.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Perform fire prevention functions.
2. Perform fire suppression functions.
3. Perform hazardous materials control functions.
4. Provide emergency care.
5. Provide public services
6. Perform in a professional manner.
7. Communicate effectively.
8. Practice safety in the performance of all tasks.

Job Opportunities:

Firefighter
Fire Chief
Fire Marshal
Fire Protection Engineer
Fire Prevention Specialist

FIRE PROTECTION PROGRAM COURSES

The Fire Protection Technology Program consists of the following Guilford Technical Community College courses which may be available through DCCC subject to adequate enrollment:

			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
BUS	237	Personnel Administration	3	0	3
CHM	100	Introduction to Chemistry	4	2	5
DFT	121	Blueprint Reading: Mechanical	1	2	2
EDP	200	Microcomputer Utilization	1	4	3
ENG	111	Introduction to Composition	3	0	3
ENG	112	Composition and Literature	3	0	3
ENG	123	Report Writing	3	0	3
ENG	140	Oral Communication	3	0	3
FIP	101	Introduction to Fire Protection	3	0	3
FIP	102	Managing Fire Services I	3	0	3
FIP	103	Managing Fire Services II	3	0	3
FIP	104	Building Construction for Fire Protection	3	0	3
FIP	105	Applied Electricity for Fire Protection*	3	2	4
FIP	115	Fire Prevention Programs	3	0	3
FIP	117	Emergency Services Communications	3	0	3
FIP	121	Municipal Finance	3	0	3
FIP	201	Fire Detection and Investigation	2	2	3
FIP	202	Construction Codes and Materials Rating	2	2	3
FIP	215	Chemistry of Hazardous Materials	3	0	3
FIP	221	Fireground Tactics and Strategy*	2	4	4
FIP	225	Fire Protection Law	3	0	3
FIP	230	Hydraulic and Water Distribution System	3	2	4
FIP	234	Sprinklers and Standpipe Systems*	2	2	3
FIP	235	Inspection Principles and Practices	2	4	4
FIP	236	Methods of Instruction	2	2	3
FIP	244	Fire Alarm and Detection Systems*	3	2	4
FIP	246	Portable Extinguishers and Fixed Extinguishing Systems*	2	2	3
FIP	247	Public Education Programs	3	0	3
FIP	248	Industrial Fire Protection	3	0	3
FIP	250	Emergency Technician Course I**	1	2	2
FIP	251	Emergency Technician Course II**	1	2	2
FIP	901-903	Fire Science Co-Op Education	0	10	1
MAT	111	College Algebra	5	0	5
PHY	104	General Physics I	3	3	4
PSY	201	General Psychology	5	0	5
SOC	201	Principles of Sociology	5	0	5
PHI	203	Ethics	5	0	5

T-063 TOTAL CREDIT HOURS REQUIRED FOR A.A.S. 122

*Represents courses available only on Guilford Technical Community College campus.
**Elective

GENERAL OCCUPATIONAL TECHNOLOGY

Curriculum Description:

The General Occupational Technology curriculum is designed to meet the needs of full-time and/or part-time employees in business and industry. This program of study provides these individuals with an opportunity to upgrade their skills and/or to earn an associate degree by taking courses suited to their occupational needs. The curriculum consists of a basic core of courses in communication, mathematics, and social science. The balance of the curriculum consists of a sequence of technical courses individually tailored to satisfy the requirements of the student and/or the student's employer. Students may be able to transfer some or all of the courses in this curriculum to senior colleges and universities.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Read and interpret blueprints in area of major concentration.
2. Use basic mathematics and sciences in the process of problem solving.
3. Operate the instruments and equipment in an associated specialty area.
4. Operate a microcomputer in industrial applications.
5. Demonstrate competency in reading and understanding technical manuals, such as the operation and service manual of industrial equipment.

Description: Course work may be taken from the technical and vocational area. The students enrolled in this program may take two different approaches to complete the course work—(1) by completion of one year vocational courses and then by taking additional technical courses, (2) by taking vocational and technical courses at the same time.

Credits Required: 115 credit hours with at least 50 credit hours of technical or college transfer courses.

Electives: Elective courses may be selected from any of those offered in the catalog with the approval of the curriculum advisor. Vocational courses are credited for the General Occupational Technology Degree at only 2/3 the listed credit.

Required Core Courses:

ENGINEERING DRAWING

DFT	101	Engineering Drawing	4(2-4)

ENGLISH

ENG	111	Introduction to Composition	3(3-0)
ENG	112	Composition & Literature	3(3-0)
ENG	123	Report Writing	3(3-0)
ENG	140	Oral Communication	3(3-0)

MATHEMATICS

MAT	111	College Algebra	5(5-0)
MAT	112	Trigonometry	5(5-0)

PHYSICS

PHY	104	General Physics	4(3-3)
PHY	105	General Physics	4(3-3)

ELECTIVES

		Social/Behavioral Science Elective	3(3-0)
		Humanities/Social/Behavioral Science Elective	3(3-0)
		Elective to be selected outside area of specialization	3(3-0)

T-114

GENERAL TECHNOLOGY CURRICULUM CORE

Curriculum Description:

General Technology Curriculum Core is designed as a career mobility program for technical students. Students can acquire general education and related courses in subject areas such as humanities; communications; social sciences; general computer studies; general graphics (drafting); and theoretical and applied sciences such as biology, chemistry, physics, and mathematics that are foundation courses to specific curricula in the the technical field. After completion of this certificate curriculum, the student has job skills for occupations requiring communications skills and/or science and mathematics. The student may take this program as the first level in a specific technical curriculum as an intended objective component of that technical curriculum. Students may also take this program for transfer to a technical curriculum at another community college either prior to or concurrently with enrollment at the institution at which they intend to pursue or are pursuing a technical curriculum degree.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Communicate satisfactorily in written English.
2. Be able to communicate orally in one-to-one or group settings and to use effective listening skills.
3. Demonstrate competency in reading and understanding technical materials.
4. Analyze mathematical or technical information, understand the relationship among variables, and arrive at logical conclusions to specific problems.
5. Understand the foundation of one's own culture.
6. Develop competencies based on student's selection of related courses.

Certificate Focus: The General Technology Curriculum Core will be available to "pre-degree" AAS students as a starting point if they are uncertain as to a major field, to students preparing for a technical program at another college, and to students seeking to "customize" a program of study to meet their career/job needs.

Credits Required: 49 - 50 credits selected from approved general education and related courses and electives.

Admission Requirements: Student must take the College's placement tests in English, math, and reading and achieve minimum acceptable scores.

Job Opportunities:

Lab Assistance, Research
Technicians Assistant
Employment Clerk
Customer Service Representative
Admissions Evaluator (Education)

General Education Courses:

Students must take 20 (21) credits selected from the general education courses listed below:

ENG	104	Composition & Research	5(5-0)
ENG	105	Composition & Literature	5(5-0)
	OR		
ENG	111	Introduction to Composition	3(3-0)
ENG	112	Composition & Literature	3(3-0)
ENG	113	Research & Composition	3(3-0)
	AND		
ENG	140	Oral Communication	3(3-0)
	OR		
ENG	150	Principles of Communication	5(5-0)
	AND		

6 hours selected from the following Associate in Arts categories (social science and humanities):

History, Economics, Political Science, Psychology, Sociology, Art, Drama, Music, Literature, French, Spanish, Philosophy, and Religion

Related Courses:

Students must select 23 hours from the following Associate in Applied Science related courses:

BIO	204	Human Anatomy & Physiology	4(3-3)
BIO	205	Human Anatomy & Physiology	4(3-3)
BIO	206	Human Anatomy & Physiology	4(3-3)
BUS	101	Keyboarding/Formatting	4(3-2)
BUS	102	Document Formatting	4(3-2)
BUS	111	Introduction to Business	3(3-0)
BUS	113	Medical Transcribing	3(1-4)
BUS	116	Alphabetic Microcomputer Keyboarding	2(1-2)
BUS	130	Business Mathematics	5(5-0)
BUS	201	Business Law	3(3-0)
BUS	202	Business Law	3(3-0)
BUS	203	Business Law	3(3-0)
BUS	204	Personal Finance	3(3-0)

BUS	211	Principles of Accounting	5(5-0)
BUS	212	Principles of Accounting	5(5-0)
BUS	229	Taxes	4(4-0)
BUS	234	Industrial Administration	5(5-0)
BUS	235	Introduction to Management	5(5-0)
CET	220	Communications Systems	4(4-2)
CHM	100	Introduction to Chemistry	5(4-2)
CHM	104	General Chemistry	4(3-3)
CHM	105	General Chemistry	4(3-3)
CHM	106	General Chemistry	4(3-3)
CJC	210	Investigative Procedures	5(5-0)
DFT	101	Engineering Drawing	4(2-4)
DFT	102	Engineering Drawing	4(2-4)
DFT	106	Computer-Aided Drafting	2(1-2)
DFT	110	CAD for Electronics	2(1-3)
DFT	111	Design and Computers	2(1-3)
ECO	201	Economics	3(3-0)
ECO	202	Economics	3(3-0)
ECO	203	Economics	3(3-0)
EDP	101	Introduction to EDP	4(3-2)
EDP	140	Windows	4(3-2)
EDP	150	Automated Accounting	3(1-4)
EDP	200	Microcomputer Utilization	3(1-4)
EDP	210	Spreadsheet	3(1-4)
EDP	211	Information Processing	4(3-2)
EDP	214	Data Communications	4(3-2)
EDP	215	Advanced Spreadsheet	4(3-2)
EDP	230	Disk Operating Systems	4(3-2)
EDP	257	Data Base Seminar	4(3-2)
EGR	101	Introduction to Technical Computing	2(1-3)
ELC	108	Blueprints and Schematics	3(3-0)
HEA	100	Wellness for Life	3(3-0)
HEA	107	First Aid	3(3-0)
MAT	102	Technical Math	5(5-0)
MAT	107	Elementary Statistics	5(5-0)
MAT	111	College Algebra	5(5-0)
MAT	112	Trigonometry	5(5-0)
MAT	115	Survey of Mathematics	3(3-0)
MAT	199	Analytic Geometry & Calculus I	5(5-0)
MED	110	Medical Terminology & Records	2(2-0)
MED	130	Introduction to Anatomy and Physiology	4(3-2)
ORI	101	Employment Orientation	1(1-0)
PHY	104	General Physics I	4(3-3)
PHY	105	General Physics II	4(3-3)
PHY	106	General Physics III	4(3-3)
POL	201	American National Government	5(5-0)
POL	202	State & Local Government	5(5-0)
PSY	204	Abnormal Psychology	5(5-0)
PSY	205	Developmental Psychology	5(5-0)
SAF	102	Industrial Safety	3(3-0)
SOC	201	Principles of Sociology	5(5-0)

Electives:

Students must choose 6 hours of electives in light of career aspirations.

T-201

HEALTH INFORMATION TECHNOLOGY
(Formerly Medical Record Technology)

Curriculum Description:

The Health Information Technology curriculum prepares the individual with the knowledge and skills to process, maintain, compile, and report health information. Students may be able to transfer some or all of the courses in this curriculum to senior colleges and universities.

Technical knowledge and skills include those necessary to assemble, analyze, abstract, and maintain medical records; supervise medical record/ health information department functions, classify/code and index diagnosis and procedures for reimbursement, statistical, and administrative purposes; provide information for cost control, assurance of quality health care, marketing and planning for health services and risk management; prepare reports for health-related organizations such as federal, state, and regulatory agencies and those responsible for health care reimbursement; complete research studies such as those done to review the quality of medical care; and maintain the confidentiality and security of patient information. Health information technicians may find employment in hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, and mental health facilities.

A graduate of an accredited program is eligible to apply to write the national qualifying examination for certification as an Accredited Record Technician (ART).

Courses in the following areas would be helpful to students: computer science, biology, health occupations, and typing.

Accreditation:

The DCCC Health Information Technology program is accredited by the Commission on the Accreditation of Allied Health Educational Programs (CAAHEP) in cooperation with the American Health Information Management Association's Council on Accreditation.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Assess institutional and patient-related information needs and departmental informational, service, and operational needs by having the ability to gather, validate, and analyze data to support patient-related information systems needs and to support departmental operations and systems.
2. Design and select departmental service and operational systems and information systems for patient-related data by having the ability to design departmental service and operational systems and identify and select resources to support departmental operations and information systems.
3. Implement department service and operational systems and information systems for patient-related data by having the ability to execute plans for implementing departmental service and operational systems and information systems for patient-related data.
4. Evaluate departmental, operational, and service systems, and information systems for patient-related data by being able to evaluate the effectiveness and efficiency of departmental, operational, and service systems, and information systems for patient-related data.

Admission Requirements:

Qualified applicants are admitted to the program based on the date of application until the program is filled.

Applicants for admission to the Health Information Technology program must have:

1. Completed and submitted an application for admission.
2. Graduated from an accredited High School or have an Adult High School Diploma or have passed the GED with an equivalency certification which meets minimum requirements set by the state of North Carolina.
3. Taken the college's placement tests and achieved minimal accepted scores.

It is recommended that students complete high school chemistry or the equivalent prior to program entry. Courses in computer science, biology, health occupations, and typing will be helpful to the students.

Directed Practice Prerequisites:

A student must earn a C or better in the following courses to be able to enroll in the Directed Practice I, II, III:

> BIO 204, 205, 206; MRT 101; MRT 122, 123; MRT 200, 201; MED 123; MRT 215; BUS 113; MRT 202; MRT 210; MRT 224, MRT 205.

Prior to enrollment in Directed Practice I, MRT 246, students, at their own expense, must have a physical examination and provide proof of current vaccinations. Student must also provide their own transportation to and from directed practice sites.

Job Opportunities:

ENTRY LEVEL
- Health Information Technician
- Health Information Coder
- Health Information Analyst
- Health Information Consultant
- Tumor Registrar

ADVANCED LEVEL
- Health Information Supervisor
- Quality Assessment Analyst
- Utilization Review Coordinator

HEALTH INFORMATION TECHNOLOGY

Associate In Applied Science Degree Program

SUGGESTED SEQUENCE OF COURSES BY QUARTER
For Day Students

			Hours Per Week		**Quarter Hours**
			Class	**Lab.**	**Credit**
FIRST QUARTER—Fall					
BIO	204	Anatomy and Physiology	3	3	4
BUS	101	Keyboarding/Formatting	3	2	4
ENG	111	Introduction to Composition	3	0	3
MED	120	Medical Terminology	3	0	3
MRT	101	Orientation to Health Information Technology	2	0	2
			14	5	16
SECOND QUARTER—Winter					
BIO	205	Anatomy and Physiology	3	3	4
EDP	200	Microcomputer Utilization	1	4	3
ENG	112	Composition and Literature	3	0	3
MED	122	Medical Terminology	3	0	3
MRT	200	Health Record Content & Maintenance	3	2	4
			13	9	17
THIRD QUARTER—Spring					
BIO	206	Anatomy and Physiology	3	3	4
EDP	211	Word Processing	3	2	4
ENG	113	Research and Composition	3	0	3
MED	123	Medical Terminology	3	0	3
MRT	215	Standards and Regulations for Health Information	3	0	3
			15	5	17

FOURTH QUARTER—Summer

BUS	113	Medical Transcription	1	4	3
MRT	202	Basic ICD-9-CM Coding	1	4	3
MRT	210	Legal Aspects of Health Information Management	3	0	3
MRT	224	Principles of Disease	4	0	4
		Social Science Elective	5	0	5
			14	8	18

FIFTH QUARTER—Fall

ENG	140	Oral Communication	3	0	3
MRT	201	Quality Improvement in Health Care Facilities	2	2	3
MRT	204	Intermediate Coding	1	4	3
MRT	212	Computers in Health Care	1	4	3
		Mathematics Elective	5	0	5
		Elective to be selected outside area of specialization	3	0	3
			15	10	20

SIXTH QUARTER—Winter

MRT	205	Health Information Statistics	2	2	3
MRT	206	Advanced Coding Concepts	1	4	3
MRT	246	Directed Practice I	0	6	2
PSY	201	General Psychology	5	0	5
		Elective to be selected outside area of specialization	2	0	2
			10	12	15

SEVENTH QUARTER—Spring

MRT	247	Directed Practice II	0	12	4
MRT	248	Directed Practice III	0	12	4
MRT	250	Health Information Seminar	3	0	3
			3	24	11

T-053 TOTAL CREDIT HOURS 114

HEALTH INFORMATION TECHNOLOGY

Associate in Applied Science Degree Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Evening Students
Program Begins Odd Years

			Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER—Fall					
BUS	101	Keyboarding/Formatting	3	2	4
MED	120	Medical Terminology	3	0	3
MRT	101	Orientation to Health Information Technology	2	0	2
			8	2	9
SECOND QUARTER—Winter					
EDP	200	Microcomputer Utilization	1	4	3
MED	122	Medical Terminology	3	0	3
		Elective to be selected outside area of specialization	2	0	2
			6	4	8
THIRD QUARTER—Spring					
EDP	211	Information Processing	3	2	4
MED	123	Medical Terminology	3	0	3
			6	2	7

FOURTH QUARTER—Summer					
PSY	201	General Psychology	5	0	5
		Social Science Elective	5	0	5
			10	0	10
FIFTH QUARTER—Fall					
BIO	204	Anatomy and Physiology	3	3	4
ENG	111	Introduction to Composition	3	0	3
			6	3	7
SIXTH QUARTER—Winter					
BIO	205	Anatomy and Physiology	3	3	4
ENG	112	Composition and Literature	3	0	3
			6	3	7
SEVENTH QUARTER—Spring					
BIO	206	Anatomy and Physiology	3	3	4
ENG	113	Research and Composition	3	0	3
			6	3	7
EIGHTH QUARTER—Summer					
ENG	140	Oral Communications	3	0	3
MRT	224	Principles of Disease	4	0	4
		Elective to be selected outside area of specialization	3	0	3
			10	0	10
NINTH QUARTER—Fall					
MRT	200	Health Record Content and Maintenance	3	2	4
		Mathematics Elective	5	0	5
			8	2	9
TENTH QUARTER—Winter					
MRT	202	Basic ICD-9-CM Coding	1	4	3
MRT	210	Legal Aspects in Health Information Management	3	0	3
MRT	215	Standards and Regulations for Health Information	3	0	3
			7	4	9
ELEVENTH QUARTER—Spring					
MRT	201	Quality Improvement in Health Care Facilities	2	2	3
MRT	204	Intermediate Coding	1	4	3
			3	6	6
TWELFTH QUARTER—Summer					
BUS	113	Medical Transcribing	1	4	3
MRT	206	Advanced Coding Concepts	1	4	3
			2	8	6
THIRTEENTH QUARTER—Fall					
MRT	205	Health Information Statistics	2	2	3
MRT	212	Computers in Health Care	1	4	3
			3	6	6
FOURTEENTH QUARTER—Winter					
MRT	246	Directed Practice I*	0	6	2
MRT	247	Directed Practice II*	0	12	4
			0	18	6
FIFTEENTH QUARTER—Spring					
MRT	248	Directed Practice III*	0	12	4
SIXTEENTH QUARTER—Summer					
MRT	250	Health Information Seminar	3	0	3
T-053		TOTAL CREDIT HOURS			114

*Students may be required to take this course during the day.

HUMAN RESOURCE MANAGEMENT

Curriculum Description:

The Human Resource Management curriculum is designed to meet the multi-faceted demands of human resources management in business, industry, and service agencies. The primary objective of this curriculum is the development of generalists, para-professionals, technicians, and specialists in three major areas of human resource management, training, and managerial skills.

Courses in the human resource management area should provide the students with the key competencies and technical expertise to handle interviewing, recruiting, placement, needs assessment, planning, and activities related to compensation and benefits. The courses about training should familiarize the students with learning approaches, skills building, and the design and preparation of training materials and programs. In addition, the students will be given exposure to the management and people skills that will enable them to work effectively with the employees in their respective organizations. Graduates from this program should be able to function at entry-level positions in personnel, training, and other human resource development areas. Students may be able to transfer some or all of the courses in this curriculum to senior colleges and universities.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Create, maintain, and use personnel records and assessment tools.
2. Direct and direct quality of work life activities for employees.
3. Plan for and manage employee benefit programs.
4. Assist the training manager in organizing and planning training programs.
5. Effectively and legally interview, screen, and hire job applicants.
6. Work with employee compensation programs.
7. Assist employers in interpreting and complying with State and Federal Laws.

Job Opportunities:

ENTRY LEVEL
Personnel Clerk
Employee Services Manager
Employee Welfare Manager
Personnel Director
Training Technician
Training Specialist
Employment Interviewer
Employee Relations Specialist

ADVANCED LEVEL
Office Manager
Compensation Analyst
Job Analyst
Benefits Manager
Personnel Specialist
HRD Specialist
Personnel Generalist
Equal Opportunity Representative

HUMAN RESOURCE MANAGEMENT
Associate in Applied Science Degree Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
ECO	201	Economics	3	0	3
EDP	200	Microcomputer Utilization	1	4	3
ENG	111	Introduction to Composition	3	0	3
SOC	201	Introduction to Sociology	5	0	5
			12	4	14
SECOND QUARTER					
BUS	201	Business Law	3	0	3
BUS	211	Principles of Accounting	5	0	5
ENG	112	Composition and Literature	3	0	3
		Math Elective	5	0	5
			16	0	16
THIRD QUARTER					
BUS	114	Payroll Accounting	3	0	3
BUS	237	Human Resource/Personnel Management	5	0	5
ENG	113	Research and Composition	3	0	3
ENG	150	Principles of Communication	5	0	5
			16	0	16
FOURTH QUARTER					
BUS	235	Introduction to Management	5	0	5
ENG	222	Written Communication	3	0	3
		Elective to be selected outside area of specialization	3	0	3
			11	0	11
FIFTH QUARTER					
BUS	234	Industrial Administration	5	0	5
BUS	236	Organizational Behavior	5	0	5
BUS	238	Personnel Planning, Selection, & Placement	5	0	5
			15	0	15
SIXTH QUARTER					
BUS	241	Labor Relations	5	0	5
BUS	242	Human Resource Training & Development Techniques	5	0	5
BUS	257	Compensation and Benefits	3	0	3
PSY	201	General Psychology	5	0	5
			18	0	18
SEVENTH QUARTER					
		Human Resource Management elective from select list	1-5	0-20	2-5
BUS	271	Testing & Assessment	5	0	5
BUS	273	Governmental Relations	5	0	5
			11-15	0-20	12-15
T-202		TOTAL CREDIT HOURS			102-107

Human Resource Management Elective List

BUS	233	Human Resource Management Project
BUS	240	Interpersonal Communication

or

Work Experience

BUS	263	Human Resource Directed Practice

HUMAN RESOURCE MANAGEMENT

Associate in Applied Science Degree Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Evening Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
ECO	201	Economics	3	0	3
ENG	111	Introduction to Composition	3	0	3
			6	0	6
SECOND QUARTER					
BUS	237	Human Resource/Personnel Management	5	0	5
ENG	112	Composition and Literature	3	0	3
			8	0	8
THIRD QUARTER					
BUS	241	Labor Relations	5	0	5
ENG	113	Research and Composition	3	0	3
			8	0	8
FOURTH QUARTER					
BUS	235	Introduction to Management	5	0	5
ENG	222	Written Communication	3	0	3
			8	0	8
FIFTH QUARTER					
BUS	236	Organizational Behavior	5	0	5
		Math Elective	5	0	5
			10	0	10
SIXTH QUARTER					
BUS	201	Business Law	3	0	3
BUS	211	Principles of Accounting	5	0	5
			8	0	8
SEVENTH QUARTER					
BUS	238	Personnel Planning, Selection, & Placement	5	0	5
EDP	200	Microcomputer Utilization	1	4	3
			6	4	8
EIGHTH QUARTER					
BUS	114	Payroll Accounting	3	0	3
		Elective to be selected outside area of specialization	3	0	3
			6	0	6
NINTH QUARTER					
BUS	234	Industrial Adminstration	5	0	5
SOC	201	Principles of Sociology	5	0	5
			10	0	10
TENTH QUARTER					
BUS	271	Testing and Assessment	5	0	5
BUS	273	Governmental Relations	5	0	5
			10	0	10

ELEVENTH QUARTER					
		Human Resource Management elective from select list	1-5	0-20	2-5
ENG	150	Principles of Communication	5	0	5
			6-10	0-20	7-10
TWELFTH QUARTER					
BUS	242	Human Resource Training & Development Techniques	5	0	5
THIRTEENTH QUARTER					
BUS	257	Compensation and Benefits	3	0	3
PSY	201	General Psychology	5	0	5
			8	0	8

T-202 TOTAL CREDIT HOURS 102-107

Human Resource Management Elective List

BUS	233	Human Resource Management Project
BUS	240	Interpersonal Communication
or		
Work Experience		
BUS	263	Human Resource Directed Practice

INDUSTRIAL ELECTRICAL/ ELECTRONICS TECHNICIAN

Curriculum Description:

The curriculum is designed to train technicians for jobs in industry requiring knowledge of electrical and electronic installation, repair, maintenance, and service. Courses are designed to develop technicians competent in the practical applications of electrical/electronic theory and procedures for industrial machines and controls. Students learn code requirements, to read blueprints and schematics, to determine repair procedures, and to make necessary repairs and/or adjustments.

The graduate of this curriculum is prepared to maintain and service industrial electrical/electronic equipment found in most industrial plants.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Support modern machinery with up-to-date electrical and electronic maintenance procedures.
2. Understand electrical and electronic parameters and be able to use, measure, and interpret them.
3. Properly use electrical and electronic measuring instruments.
4. Install, modify, troubleshoot and repair basic electrical circuits, motor control circuits, power distribution systems, and electro-mechanical systems employing electrical, electronic, and mechanical devices.
5. Understand common electro-mechanical devices, solid states devices, integrated circuit technology, and the requirement's of systems employing digital control techniques.
6. Draw and interpret schematic, wiring, ladder, and mechanical diagrams used in industrial applications.
7. Write clear, understandable technical reports.
8. Understand and practice appropriate industrial safety procedures and comply with appropriate EPA and other regulations.
9. Understand the concepts and principles of Total Quality Management and apply these principles in the work environment.
10. Demonstrate the human relationship and communication skills necessary to be a productive member of self-directed work teams.

Job Opportunities:

Electrical/Electronics Maintenance Mechanic
Electromechanical Assembler
Electronics Utility Worker
Electronics Mechanic

INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN
Associate in Applied Science Degree Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day Students

			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
FIRST QUARTER					
EGR	101	Introduction to Technical Computing	1	3	2
ELN	103	Introduction to Electronics	3	4	5
ENG	111	Introduction to Composition	3	0	3
		Elective to be selected outside area of specialization	3	0	3
			10	7	13
SECOND QUARTER					
ELC	101	Direct Current	2	6	4
ELC	103	Basic Wiring Practices I	2	6	4
ELC	107	Industrial Control Fundamentals	3	6	5
MAT	102	Technical Math	5	0	5
			12	18	18
THIRD QUARTER					
ELC	102	Alternating Current	2	4	4
ELC	104	Basic Wiring Practices II	3	9	6
ELC	108	Electrical Blueprints & Schematics	3	0	3
PHY	111	Technical Physics	3	2	4
SAF	102	Industrial Safety	3	0	3
			14	15	20
FOURTH QUARTER					
ELC	106	National Electrical Code	4	0	4
ELC	110	Commercial/Industrial Wiring	5	12	9
ELC	111	Programmable Controllers	3	2	4
ENG	140	Oral Communication	3	0	3
			15	14	20
FIFTH QUARTER					
BUS	234	Industrial Administration	5	0	5
ELN	121	Digital Electronics I	3	2	4
ELN	235	Industrial Devices & Systems	3	2	4
ELN	241	Industrial Electronics	3	2	4
			14	6	17
SIXTH QUARTER					
CET	220	Communications Systems	3	2	4
ECO	201	Economics	3	0	3
ELC	204	PLC Applications	2	12	6
ELN	243	Industrial Controls	3	2	4
ENG	112	Composition and Literature	3	0	3
			14	16	20
SEVENTH QUARTER					
ELC	205	Troubleshooting & Maintenance	3	6	5
ENG	123	Report Writing	3	0	3
PSY	221	Applied Psychology	3	0	3
		Elective to be selected outside area of specialization	2	0	2
			11	6	13

T-212 TOTAL CREDIT HOURS 121

INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN

Associate in Applied Science Degree Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students
Program Begins in Fall Quarter of Odd Years

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
ECO	201	Economics	3	0	3
ELN	103	Introduction to Electronics	3	4	5
			6	4	8
SECOND QUARTER					
ELC	101	Direct Current	2	6	4
ELN	241	Industrial Electronics	3	2	4
			5	8	8
THIRD QUARTER					
ELC	102	Alternating Current	2	4	4
PSY	221	Applied Psychology	3	0	3
			5	4	7
FOURTH QUARTER					
ELC	107	Industrial Control Fundamentals	3	6	5
FIFTH QUARTER					
EGR	101	Introduction to Technical Computing	1	3	2
ELC	103	Basic Wiring Practices I	2	6	4
			3	9	6
SIXTH QUARTER					
ELC	104	Basic Wiring Practices II	3	9	6
ENG	111	Introduction to Composition	3	0	3
			6	9	9
SEVENTH QUARTER					
ELC	106	National Electrical Code	4	0	4
PHY	111	Technical Physics	3	2	4
SAF	102	Industrial Safety	3	0	3
			10	2	11
EIGHTH QUARTER					
ELC	110A	Commercial/Industrial Wiring	2	6	4
ENG	140	Oral Communication	3	0	3
			5	6	7
NINTH QUARTER					
ELC	110B	Commercial/Industrial Wiring	3	6	5
TENTH QUARTER					
BUS	234	Industrial Administration	5	0	5
MAT	102	Technical Math	5	0	5
			10	0	10
ELEVENTH QUARTER					
ELC	108	Electrical Blueprints & Schematics	3	0	3
ENG	112	Composition and Literature	3	0	3
		Elective to be selected outside area of specialization	3	0	3
			9	0	9

TWELFTH QUARTER					
ELC	111	Programmable Controllers	3	2	4
		Elective to be selected outside area of specialization	2	0	2
			5	2	6
THIRTEENTH QUARTER					
ELN	121	Digital Electronics I	3	2	4
ELN	235	Industrial Devices and Systems	3	2	4
			6	4	8
FOURTEENTH QUARTER					
ELN	243	Industrial Controls	3	2	4
ENG	123	Report Writing	3	0	3
			6	2	7
FIFTEENTH QUARTER					
ELC	204	PLC Applications	2	12	6
SIXTEENTH QUARTER					
CET	220	Communications Systems	3	2	4
ELC	205	Troubleshooting and Maintenance	3	6	5
			6	8	9

T-212 TOTAL CREDIT HOURS 121

INDUSTRIAL ELECTRICAL/ELECTRICIAN TECHNICIAN

Diploma Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Day Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
EGR	101	Introduction to Technical Computing	1	3	2
ELN	103	Introduction to Electronics	3	4	5
ENG	111	Introduction to Composition	3	0	3
			7	7	10
SECOND QUARTER					
ELC	101	Direct Current	2	6	4
ELC	103	Basic Wiring Practices I	2	6	4
ELC	107	Industrial Control Fundamentals	3	6	5
MAT	102	Technical Math	5	0	5
			12	18	18
THIRD QUARTER					
ELC	102	Alternating Current	2	4	4
ELC	104	Basic Wiring Practices II	3	9	6
ELC	108	Electrical Blueprints & Schematics	3	0	3
PHY	111	Technical Physics	3	2	4
SAF	102	Industrial Safety	3	0	3
			14	15	20
FOURTH QUARTER					
ELC	106	National Electrical Code	4	0	4
ELC	110	Commercial/Industrial Wiring	5	12	9
ELC	111	Programmable Controllers	3	2	4
ENG	140	Oral Communication	3	0	3
			15	14	20

Emphasis in Electrical

T-212 TOTAL CREDIT HOURS 68

INDUSTRIAL ELECTRICAL/ELECTRICIAN TECHNICIAN

Diploma Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students
Program Begins in Fall Quarter of Even Years

			Hours Per Week		Quarter Hours
			Class	**Lab.**	**Credit**
FIRST QUARTER—Fall					
EGR	101	Introduction to Technical Computing	1	3	2
ELC	103	Basic Wiring Practices I	2	6	4
			3	9	6
SECOND QUARTER—Winter					
ELC	104	Basic Wiring Practices II	3	9	6
ENG	111	Introduction to Composition	3	0	3
			6	9	9
THIRD QUARTER—Spring					
ELC	106	National Electrical Code	4	0	4
PHY	111	Technical Physics I	3	2	4
SAF	102	Industrial Safety	3	0	3
			10	2	11
FOURTH QUARTER—Summer					
ELC	110A	Commercial/Industrial Wiring	2	6	4
ENG	140	Oral Communications	3	0	3
			5	6	7
FIFTH QUARTER—Fall					
ELC	110B	Commercial/Industrial Wiring, Part B	3	6	5
ELN	103	Introduction to Electronics	3	4	5
			6	10	10
SIXTH QUARTER—Winter					
ELC	101	Direct Current	2	6	4
MAT	102	Technical Math	5	0	5
			7	6	9
SEVENTH QUARTER—Spring					
ELC	102	Alternating Current	2	4	4
ELC	108	Electrical Blueprints & Schematics	3	0	3
			5	4	7
EIGHTH QUARTER—Summer					
ELC	107	Industrial Control Fundamentals	3	6	5
ELC	111	Programmable Controllers	3	2	4
			6	8	9

Emphasis in Electrical

V-028 TOTAL CREDIT HOURS 68

INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN

Diploma Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students
Program Begins in Fall Quarter of Even Years

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER—Fall					
EGR	101	Introduction to Technical Computing	1	3	2
SOC	201	Principles of Sociology	5	0	5
			6	3	7
SECOND QUARTER—Winter					
BUS	240	Interpersonal Communications	5	0	5
ENG	111	Introduction to Composition	3	0	3
			8	0	8
THIRD QUARTER—Spring					
BUS	234	Industrial Administration	5	0	5
ELC	106	National Electrical Code	4	0	4
SAF	102	Industrial Safety	3	0	3
			12	0	12
FOURTH QUARTER—Summer					
BUS	235	Introduction to Management	5	0	5
ENG	140	Oral Communications	3	0	3
			8	0	8
FIFTH QUARTER—Fall					
BUS	236	Organizational Behavior	5	0	5
EDP	200	Microcomputer Organization	1	4	3
			6	4	8
SIXTH QUARTER—Winter					
BUS	235	Introduction to Management	5	0	5
BUS	273	Government Relations	5	0	5
			10	0	10
SEVENTH QUARTER—Spring					
ELC	108	Electrical Blueprints & Schematics	3	0	3
PSY	221	Applied Psychology	3	0	3
		Elective to be selected outside area of specialization	3	0	3
			9	0	9
EIGHTH QUARTER—Summer					
BUS	242	Human Resource Training & Development Technology	5	0	5
ELC	205	Troubleshooting & Maintenance	3	6	5
			8	6	10

Emphasis in Maintenance Supervision

V-028 TOTAL CREDIT HOURS 72

Prerequisite: Basic understanding of electrical wiring and of operation of industrial electrical/electronics services.

INDUSTRIAL ELECTRICAL/ELECTRONIC TECHNICIAN
Certificate Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students
Program Begins in Fall Quarter

			Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER—Fall					
ELC	103	Basic Wiring Practices I	2	6	4
SECOND QUARTER—Winter					
ELC	104	Basic Wiring Practices II	3	9	6
THIRD QUARTER—Spring					
ELC	106	National Electrical Code	4	0	4
SAF	102	Industrial Safety	3	0	3
			7	0	7

Emphasis in Basic Wiring

TOTAL CREDIT HOURS	17

INDUSTRIAL ELECTRICAL/ELECTRONIC TECHNICIAN
Certificate Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students
Program Begins in Summer Quarter of Even Years

			Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER - Summer					
ELC	110A	Commercial/Industrial Wiring	2	6	4
SECOND QUARTER—Fall					
ELC	110B	Commercial/Industrial Wiring	3	6	5
THIRD QUARTER—Winter					
ELC	101	Direct Current	2	6	4
FOURTH QUARTER—Summer					
ELC	108	Electrical Blueprints and Schematics	3	0	3

Emphasis in Advanced Wiring

TOTAL CREDIT HOURS	16

Prerequisite: Completion of Basic Electrical Wiring Certificate or equivalent experience.

INDUSTRIAL ELECTRICAL/ELECTRONIC TECHNICIAN

Certificate Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Evening Students

Program Begins in Summer Quarter of Odd Years

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER—Summer					
ELC	107	Industrial Control Fundamentals	3	6	5
ELC	111	Programmable Controllers	3	2	4
			6	8	9
SECOND QUARTER—Fall					
ELN	235	Industrial Devices and Systems	3	2	4
THIRD QUARTER—Winter					
ELN	243	Industrial Controls	3	2	4
FOURTH QUARTER—Spring					
ELC	204	PLC Applications	2	12	6
FIFTH QUARTER—Summer					
ELC	205	Troubleshooting and Maintenance	3	6	5

Emphasis in Control Systems

TOTAL CREDIT HOURS 28

Prerequisite: Familiarity with basic electrical wiring.

INDUSTRIAL ELECTRICAL/ELECTRONIC TECHNICIAN

Certificate Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Evening Students

Program Begins in Spring Quarter of Odd Years, Starting in 1997-98

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER—Spring					
ELC	108	Electrical Blueprints and Schematics	3	0	3
SECOND QUARTER—Summer					
ELC	111	Programmable Controllers	3	2	4
THIRD QUARTER—Fall					
ELN	235	Industrial Devices and Systems	3	2	4
FOURTH QUARTER—Winter					
ELN	243	Industrial Controls	3	2	4
FIFTH QUARTER—Spring					
ELC	106	National Electrical Code	4	0	4
SAF	102	Industrial Safety	3	0	3
			7	0	7
SIXTH QUARTER—Summer					
ELC	205	Troubleshooting and Maintenance	3	6	5
		Emphasis in Maintenance and Troubleshooting			
		TOTAL CREDIT HOURS			27

Prerequisite: Basic electrical wiring skills.

INDUSTRIAL MAINTENANCE

Curriculum Description:

The curriculum in Industrial Maintenance prepares students to repair and maintain machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices found in industrial establishments.

Industrial maintenance persons may be required to install, maintain and service mechanical equipment; follow blueprints and sketches; and use hand tools, metalworking machines, measuring instruments, and testing instruments. They operate metalworking machines such as the lathe, milling machine and drill press to make repairs,. They test electrical circuits and components to locate shorts, faulty connections and defective parts. They inspect, test and repair hydraulic equipment.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Troubleshoot and repair air conditioning systems.
2. Describe the use different types of pipes, valves, and fittings used in a plumbing system.
3. Use machine shop equipment, such as lathes, milling machines, and grinders to repair or make new parts for other machines.
4. Troubleshoot and repair or install electromechanical machines, generator, alternators, and hydraulic or pneumatic systems.
5. Make repairs with oxyacetylene welding or arc welding equipment.
6. Read basic shop blueprints and solve shop math calculations.

Job Opportunities:

ENTRY LEVEL
Powerhouse Mechanic Helper
Millwright Helper
Factory or Mill Maintenance
Repairer Helper
General Maintenance Helper

ADVANCED LEVEL
Powerhouse Mechanic
Maintenance Mechanic Supervisor
Millwright
Utilities & Maintenance Supervisor
Factory/Mill Maintenance Repairer
Plant Maintenance Worker

INDUSTRIAL MAINTENANCE
Certificate Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
AHR	1122	Fundamentals of Air Conditioning	3	2	4
MAT	1101A	Fundamentals of Math	2	0	2
			5	2	6
SECOND QUARTER					
AHR	1115	Fundamentals of Heating	2	2	3
MEC	1111A	Plumbing & Pipefitting	2	3	3
			4	5	6
THIRD QUARTER					
ELC	1121A	Electrical Machines	3	3	4
FOURTH QUARTER					
MEC	1131A	Electromechanical Maintenance	2	3	3

Emphasis in Air Conditioning & Electrical

V-028 TOTAL CREDIT HOURS 19

INDUSTRIAL MAINTENANCE
Certificate Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
DFT	1113	Blueprint Reading: Mech	1	2	2
MAT	1101A	Fundamentals of Math	2	0	2
MEC	1101A	Machine Shop	1	3	2
			4	5	6
SECOND QUARTER					
MEC	1101B	Machine Shop	1	3	2
WLD	1121A	Arc Welding	1	3	2
			2	6	4
THIRD QUARTER					
MEC	235	Industrial Hydraulics	3	3	4
WLD	1101	Gas Welding	1	3	2
			4	6	6

Emphasis in Machinist & Welding

V-028 TOTAL CREDIT HOURS 16

MACHINIST

Curriculum Description:

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment in the metalworking industries. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinist must be able to set up and operate the machine tools found in a modern shop. Computer Numerical Control (CNC) may be integrated into various phases of the curriculum or as specialized courses.

The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprints or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate, precise part.

Advanced Diplomas: Students who continue through the advanced diploma level of the machinist curriculum will be able to refine basic machining skills and gain more experience in CNC machining and other technologies.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Use micrometers, vernier calipers, small hole gages, telescope gages, and other precision instruments such as the the optical comparator.
2. Operate in a safe manner the basic machines in a modern machine shop such as the lathe, milling machine, drill press, grinders to include lathe taper attachments, milling machine boring head, dial indicators, dividing head, rotary table, and milling heads.
3. Read and interpret blueprints and other written instructions for machining. Use shop math, such as trigonometry, to solve machining problems.
4. Demonstrate an understanding of machining characteristics of different types of metal, and the sharpening of cutting tools and drills.
5. Use numerical controls and computer numerical controls to perform machining operations on milling machines and lathes.
6. Machine keyways in shafts and broach keyways in gears, set up precision angles with sine bar, and lay out surfaces to be machined or holes to be drilled.

Job Opportunities:

ENTRY LEVEL
Machinist Apprentice
Tool and Die Maker Apprentice
Machine Set-Up Operator
Quality Control Technician
Production Machine Operator
CNC Set-Up Operator

ADVANCED LEVEL
Machinist
Maintenance Machinist

MACHINIST
Diploma Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
DFT	1113	Blueprint Reading: Mech I	1	2	2
MAT	1101	Fundamentals of Mathematics	5	0	5
MEC	1101	Machine Shop	3	12	7
MEC	1135	Industrial Organization	3	0	3
REA	1101	Reading Improvement	2	0	2
			14	14	19
SECOND QUARTER					
DFT	1114	Blueprint Reading: Mech II	1	2	2
ENG	1102	Communication Skills	3	0	3
MAT	1102	Shop Math I	3	0	3
MEC	1102	Machine Shop	3	12	7
MEC	1115	Ferrous & Non-Ferrous Metals	2	3	3
			12	17	18
THIRD QUARTER					
MAT	1103	Shop Math II	3	0	3
MEC	1103	Machine Shop	3	12	7
MEC	1117	Introduction to Computer Numerical Control	1	3	2
PHY	1101	Applied Physics	3	2	4
PSY	1101	Human Relations	3	0	3
			13	17	19
FOURTH QUARTER					
MAT	1104	Shop Math III	3	0	3
MEC	1104	Machine Shop	3	12	7
MEC	1118	CNC Machine Operation	2	2	3
PHY	1102	Applied Physics	3	2	4
WLD	1101	Gas Welding	1	3	2
			12	19	19
V-032		TOTAL CREDIT HOURS			75

MACHINIST

Certificate Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Evening Students

			Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER					
DFT	1113	Blueprint Reading: Mech I	1	2	2
MAT	1102	Shop Math I	3	0	3
MEC	1101A	Machine Shop	1	3	2
			5	5	7
SECOND QUARTER					
MAT	1103	Shop Math II	3	0	3
MEC	1101B	Machine Shop	1	3	2
			4	3	5
THIRD QUARTER					
MEC	1103A	Machine Shop	1	3	2
WLD	1101	Gas Welding	1	3	2
			2	6	4

Emphasis in Basic Machining Procedures

V-032 TOTAL CREDIT HOURS 16

MEDICAL ASSISTING TECHNOLOGY

Curriculum Description:

The Medical Assisting curriculum prepares the graduate to be a multi-skilled healthcare professional qualified to perform administrative, clinical, and laboratory procedures. The administrative aspects of instruction include scheduling appointments; processing insurance accounts, reports, records, and billing and collections; coding medical records; transcribing and computer operations; and processing telephone calls, correspondence, reports and manuscripts. Clinical and laboratory aspects of instruction include preparing patients for examination and treatment; obtaining vital signs; assisting with examination and treatment; performing routine laboratory procedures, phlebotomy, electrocardiography, sterilization procedures; and administering medications under the supervision of a physician.

Graduates receiving a diploma achieve competencies in the above procedures. Graduates completing the associate degree develop additional competencies in effective communications and managerial and supervisory skills.

Graduates of medical assisting programs recognized by the Commission on Accreditation of Allied Health Programs (CAAHEP) in collaboration with the American Association of Medical Assistants (AAMA), are eligible to sit for the certification examination administered by the Certifying Board of the American Association of Medical Assistants.

Individuals desiring a career in medical assisting should take biology, mathematics, and keyboarding/computer courses prior to entering the program.

Competencies:

1. Schedule and receive patients
2. Obtain patient data including medical history
3. Maintain medical records
4. Interpret and type medical transcription
5. Operate computer
6. Handle telephone calls
7. Handle correspondence, records, and manuscripts
8. Assume responsibility for office operations
9. Handle insurance matters, office accounts, fees, and collections.
10. Prepare patients for examinations
11. Obtain vital signs
12. Assist with examinations
13. Perform electrocardiograms
14. Sterilize instruments and equipment

15. Purchase and maintain supplies and equipment
16. Maintain confidentiality
17. Handle emergencies
18. Maintain stable and courteous demeanor
19. Demonstrate good communication skills
20. Recognize and stay within legal limitations
21. Display and maintain professionalism
22. Demonstrate empathy and concern for patient welfare

Job Opportunities:

Medical Assistant
Phlebotomist
Insurance Clerk
Medical Office Manager
Medical Transcriber
Receptionist
Hospital Admission Clerk
Medical Sales

Admissions Requirements:

Students must be admitted to the Medical Assisting Program before enrolling in MED classes beyond MED 140. Admission is based on first-come, first-serve through completion of admission requirements and acceptance into the curriculum. Admission is limited to 24 students.

Applicants for admission to the Medical Assisting Program must:

1. Have completed and submitted a DCCC Application to the Medical Assisting Technology program.
2. Have graduated from high school or have an Adult High School Diploma or have passed the GED with an equivalency certificate which meets the minimum requirements set by the State of North Carolina. Official high school transcript or copy of AHS Diploma/GED Certificate and official college transcripts, where applicable, must be on file in the Admissions Office.
3. Have taken the College's ASSET placement tests and achieved minimal acceptable scores or have been exempted.
4. Have signed and submitted the Statement of Understanding Concerning Acceptance for Clinical Training.
5. After completion of the testing process, eligible students must attend a mandatory information session. Applicants will be notified by way of the "Applicant Status Report" regarding their eligibility.
6 Have physical and emotional health status compatible with the ability to provide safe care to clients and to obtain acceptance for clinical training.
7. Have achieved grades of "C" or better in any required courses in curriculum taken prior to entry.

Probation and Suspension:

Medical Assisting students are subject to the same probation and suspension policies as all other students enrolled in the College (see pages 54-60). Additional criteria for Medical Assisting students are listed on page 57.

Medical Assisting Technology
Diploma and Associate in Applied Science Degree
SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
FIRST QUARTER					
BUS	101	Keyboarding/Formatting	3	2	4
EDP	211	Information Processing	3	2	4
MED	120	Medical Terminology	3	0	3
MED	130	Introduction to Anatomy and Physiology	3	2	4
MED	135	Medical Law and Ethics	3	0	3
MED	140	Introduction to Medical Assisting	3	0	3
			18	6	21
SECOND QUARTER					
ENG	111	Introduction to Composition	3	0	3
MED	150	Clinical Medical Assisting I	4	4	6
MED	160	Administrative Procedures I	3	4	5
MED	170	Laboratory Procedures I	3	2	4
			13	10	18
THIRD QUARTER					
BUS	113	Medical Transcribing	1	4	3
ENG	222	Written Communication	3	0	3
MED	151	Clinical Medical Assisting II	3	9	7
MED	161	Administrative Procedures II	3	5	5
			10	18	18
FOURTH QUARTER					
MED	201	Medical Assisting Practicum	3	27	12
		Total Quarter Hours Credit Required for Diploma			69

After completing the fourth quarter, students may choose to graduate with a diploma from the Medical Assisting program. Students who complete three additional quarters will graduate with an Associate in Applied Science in Medical Assisting.

			Class	Lab	Credit
FIFTH QUARTER					
BUS	211	Principles of Accounting	5	0	5
ENG	140	Oral Communication	3	0	3
MED	220	Symptomatology	4	0	4
			12	0	12

SIXTH QUARTER					
BUS	235	Introduction to Management	5	0	5
ENG	112	Composition and Literature	3	0	3
MAT	115	Survey of Mathematics	3	0	3
MED	240	Drug Therapy	3	0	3
			14	0	14
SEVENTH QUARTER					
MED	250	Advanced Clinical Concepts	3	2	4
PSY	221	Applied Psychology	3	0	3
		Humanities Elective	3	0	3
		Elective to be selected outside area of specialization	3	0	3
			12	2	13

T-058 Total Quarter Credit Hours Required for Associate in Applied Science Degree 108

MEDICAL LABORATORY TECHNOLOGY

Curriculum Description:

The Medical Laboratory Technology curriculum prepares graduates to perform clinical laboratory procedures in chemistry, hematology, bacteriology, parasitology, serology, blood banking and body fluid analysis to develop data that may be used in the diagnosis of diseases and in evaluating the effectiveness of treatments. Students may be able to transfer some or all of the courses in this curriculum to senior colleges and universities.

The medical laboratory technician works under the supervision of a medical technologist and may be employed as a staff technician or assistant supervisor in a medical laboratory, or a clinical instructor in an educational institution.

The graduate is eligible to take the registry examination given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists for certification as a medical laboratory technician.

Students should take algebra, biology and chemistry courses prior to entering the program.

Competencies:

1. Collect and process biological specimens for analysis.
2. Perform analytical tests on body fluids, cells and products.
3. Recognize factors that affect procedures and results, and take appropriate actions within predetermined limits when corrections are indicated.
4. Monitor quality control within predetermined limits.
5. Perform preventative and corrective maintenance on equipment and instruments or refer to appropriate sources for repairs.
6. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
7. Recognize the responsibilities of other laboratory and health care personnel and interact with them with respect for their jobs and patient care.
8. Apply basic scientific principles in learning new techniques and procedures.
9. Relate laboratory findings to common disease processes.
10. Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.

Job Opportunities:

Medical Laboratory Technician

Admissions Requirements:

Applicants for admissions to the MLT program must:

1. Have completed and submitted a DCCC Application for Admission to the Medical Laboratory Technology program.
2. Have graduated from high school or have an Adult High School Diploma or have passed the GED with an equivalency certificate which meets the minimum requirements set by the State of North Carolina. Official high school transcript or copy of AHS Diploma/ GED Certificate and official college transcripts, where applicable, must be on file in the Admissions Office.
3. Have taken the College's ASSET placement tests and achieved minimal acceptable scores or have been exempted.
4. Have signed and submitted the Statement of Understanding Concerning Acceptance for Clinical Training.
5. After completion of the testing process, eligible students must attend a mandatory information session. Applicants will be notified by way of the "Applicant Status Report" regarding their eligibility.
6. Have physical and emotional health status compatible with the ability to provide safe care to clients and to obtain acceptance for clinical training.
7. Have achieved grades of "C" or better in any required courses in curriculum taken prior to entry.

Medical Laboratory Technology
Associate in Applied Science Degree Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS
(Courses with MLA prefix scheduled to be available Fall, 1996)

			Hours Per Week		**Quarter Hours**
			Class	**Lab**	**Credit**
FIRST QUARTER					
CHM	104	General Chemistry	3	3	4
MAT	111	College Algebra	5	0	5
MED	130	Introduction to Anatomy and Physiology	3	2	4
MLA	101	Introduction to Medical Technology	2	3	3
MLA	116	Clinical Microbiology I	3	3	4
			16	11	20
SECOND QUARTER					
CHM	105	General Chemistry	3	3	4
ENG	111	Introduction to Composition	3	0	3
MLA	117	Analysis of Body Fluids	2	3	3
MLA	121	Clinical Hematology	4	3	5
		Elective to be selected outside area of specialization	3	0	3
			15	9	18

THIRD QUARTER

CHM	106	General Chemistry	3	3	4
EDP	200	Microcomputer Utilization	1	4	3
ENG	123	Report Writing	3	0	3
MLA	115	Immunohematology	4	3	5
MLA	136	Clinical Microbiology II	2	3	3
			13	13	18

FOURTH QUARTER

ENG	140	Oral Communications	3	0	3
MLA	114	Clinical Biochemistry	6	3	7
PSY	221	Applied Psychology	3	0	3
		Humanities Elective	3	0	3
		Social Science Elective	3	0	3
			18	3	19

FIFTH QUARTER

MLA	211	Clinical Applications I	0	39	13

SIXTH QUARTER

MLA	212	Clinical Applications II	0	39	13

SEVENTH QUARTER

MLA	201	Medical Lab Seminar	2	3	3
MLA	213	Clinical Applications III	0	33	11
			2	36	14

T-110	TOTAL CREDIT HOURS	115

MICROCOMPUTER SYSTEMS TECHNOLOGY

Curriculum Description:

The purpose of the Microcomputer Systems Technology curriculum is to prepare graduates for employment with business, industry, and government organizations that use or are planning to use computers to process and manage information.

Using microcomputers or other small computer systems, students will learn to apply a variety of commonly used business applications and systems software; set up microcomputer hardware and install software; develop user training programs and user documentation; evaluate and recommend hardware and software; assist users in resolving hardware and software problems; and develop control and security procedures. Students will also learn the fundamentals of microcomputer networking.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Analyze existing manual business procedures and design computer programs to fully automate those systems.
2. Use microcomputer software packages for business applications in word processing, data base, and spreadsheet environment.
3. Create microcomputer software in BASIC and C language utilizing the IBM-PC.
4. Define and describe on-line, interactive, and real-time computer systems.
5. Design and administer local area networks.
6. Perform preventative maintenance and minor repairs on microcomputers.

Job Opportunities:

ENTRY LEVEL

Technical Support Specialist
Micrcomputer Coordinator
Network Coordinator
Information Systems Specialist
Microcomputer Salesperson
PC Support Specialist
Computer Support Representative

ADVANCED LEVEL

Microcomputer Consultant
Office Systems Analyst
Information Center Manager
Microcomputer Systems Analyst

Microcomputer Systems Technology
Associate in Applied Science Degree
SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week		Quarter Hours
			Class	Lab	Credit
FIRST QUARTER					
BUS	111	Introduction to Business	3	0	3
BUS	116	Alphabetic Microcomputer Keyboarding	1	2	2
CSC	120	Programming Logic with BASIC	3	2	4
EDP	101	Introduction to EDP	3	2	4
ENG	111	Introduction to Composition	3	0	3
			13	6	16
SECOND QUARTER					
BUS	130	Business Mathematics	5	0	5
EDP	200	Microcmputer Utilization	1	4	3
EDP	210	Spreadsheet	1	4	3
EDP	216	Microcomputer Graphics	3	2	4
ENG	112	Composition & Literature	3	0	3
			13	10	18
THIRD QUARTER					
BUS	211	Principles of Accounting	5	0	5
EDP	130	C Language	3	2	4
EDP	256	Data Base	3	2	4
ENG	113	Research & Composition	3	0	3
			14	4	16
FOURTH QUARTER					
BUS	212	Principles of Accounting	5	0	5
EDP	211	Information Processing	3	2	4
EDP	215	Advanced Spreadsheet	3	2	4
ENG	140	Oral Communication	3	0	3
ENG	222	Written Communication	3	0	3
			17	4	19
FIFTH QUARTER					
EDP	230	Disk Operating Systems	3	2	4
EDP	257	Advanced Data Base	3	2	4
MAT	115	Survey of Mathematics	3	0	3
		Social Science Elective	5	0	5
			14	4	16
SIXTH QUARTER					
CSC	229	Microcomputer Troubleshooting and Repair	3	2	4
CSC	265	Networking	4	0	4
EDP	140	Windows	3	2	4
EDP	247	Systems Analysis	4	0	4
		Electives to be selected outside area of specialization	6	0	6
			20	4	22
SEVENTH QUARTER					
CSC	266	Advanced Networking	3	2	4
EDP	150	Automated Accounting	1	4	3
EDP	258	Data Processing Project	1	6	4
			5	12	11
T-192		TOTAL CREDIT HOURS			118

Microcomputer Systems Technology
Associate in Applied Science Degree
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students

			Hours Per Week		Quarter Hours Credit
			Class	Lab	
FIRST QUARTER					
CSC	120	Programming Logic with BASIC	3	2	4
EDP	101	Introduction to EDP	3	2	4
			6	4	8
SECOND QUARTER					
BUS	111	Introduction to Business	3	0	3
BUS	130	Business Mathematics	5	0	5
			8	10	8
THIRD QUARTER					
BUS	116	Alphabetic Microcomputer Keyboarding	1	2	2
EDP	200	Microcomputer Utilization	1	4	3
			2	6	5
FOURTH QUARTER					
EDP	130	C Language	3	2	4
ENG	222	Written Communication	3	0	3
			6	2	7
FIFTH QUARTER					
BUS	211	Principles of Accounting	5	0	5
ENG	111	Introduction to Composition	3	0	3
			8	0	8
SIXTH QUARTER					
BUS	212	Principles of Accounting	5	0	5
ENG	112	Composition & Literature	3	0	3
			8	0	8
SEVENTH QUARTER					
EDP	210	Spreadsheet	1	4	3
ENG	113	Research and Composition	3	0	3
			4	4	6
EIGHTH QUARTER					
EDP	211	Information Processing	3	2	4
ENG	140	Oral Communication	3	0	3
			6	2	7
NINTH QUARTER					
EDP	215	Advanced Spreadsheet	3	2	4
EDP	230	Disk Operating Systems	3	2	4
			6	4	8
TENTH QUARTER					
EDP	140	Windows	3	2	4
EDP	247	Systems Analysis	4	0	4
		Elective to be selected outside area of specialization	3	0	3
			10	2	11
ELEVENTH QUARTER					
CSC	229	Microcomputer Troubleshooting and Repair	3	2	4
EDP	216	Microcomputer Graphics	3	2	4
			6	4	8

TWELFTH QUARTER					
		Social Science Elective	5	0	5
THIRTEENTH QUARTER					
EDP	256	Data Base Management	3	2	4
MAT	115	Survey of Mathematics	3	0	3
			6	2	7
FOURTEENTH QUARTER					
EDP	257	Advanced Data Base	3	2	4
		Elective to be selected outside area of specialization	3	0	3
			6	2	7
FIFTEENTH QUARTER					
CSC	265	Networking	4	0	4
EDP	150	Automated Accounting	1	4	3
			5	4	7
SIXTEENTH QUARTER					
CSC	266	Advanced Networking	3	2	4
EDP	258	Data Processing Project	1	6	4
			4	8	8
T-192		TOTAL CREDIT HOURS			118

Microcomputer Systems Technology
Certificate Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day and Evening Students

			Hours Per Week		Quarter Hours
			Class	Lab	Credit
FIRST QUARTER					
BUS	116	Alphabetic Microcomputer Keyboarding	1	2	2
EDP	200	Microcomputer Utilization	1	4	3
			2	6	5
SECOND QUARTER					
EDP	140	Windows	3	2	4
EDP	256	Data Base Management	3	2	4
			6	4	8
THIRD QUARTER					
EDP	210	Spreadsheet	1	4	3
EDP	211	Information Processing	3	2	4
			4	6	7

Emphasis in Microcomputers

T-192	TOTAL CREDIT HOURS		20

PARALEGAL TECHNOLOGY

TRIAD REGIONAL PARALEGAL PROGRAM
Davidson County, Forsyth Technical, Guilford Technical, Rockingham, and Rowan-Cabarrus Community Colleges

The Triad Regional Paralegal Technology Program is a cooperative educational program offered by Davidson County Community College at its own campus, Forsyth Technical Community College, Guilford Technical Community College, Rockingham Community College, and Rowan-Cabarrus Community College. All courses required in the program are available on each local campus.

Curriculum Description:

The Paralegal Technology curriculum trains individuals to work under the general direction of lawyers, to relieve lawyers of routine matters, and to assist them in the conduct of more complicated and difficult tasks. The legal technician should be capable of doing independent legal work under the supervision of a lawyer, supervise secretaries in their work for the lawyer, and search out information and court facts for the lawyer. Training will include general subjects such as English, accounting, and psychology, as well as specialized legal courses such as legal definitions, court systems, laws, and techniques of investigation. Students may be able to transfer some or all of the courses in this curriculum to senior colleges and universities.

Graduates of the Paralegal Technology curriculum should be able to directly assist a lawyer or group of lawyers in most facets of law, but they must always work under the supervision of a lawyer. The legal technician will not be qualified to give legal advice, enter into courtroom procedure, or be involved in litigation except as an assistant to the lawyer. Paralegal graduates will be able to assist in work on probate matters, conducting investigations, searching public records, preparation of tax forms, serving and filing legal documents, bookkeeping, library research, and providing office management assistance. Employment opportunities are available in public and private law firms and with individual lawyers.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Comprehend basic civil, criminal, domestic and business law concepts, and understand legal and ethical restrictions on the practice of law.

2. Demonstrate an understanding of basic investigation concepts, techniques, and sources as they apply to civil and criminal cases.
3. Research defined legal questions and properly cite legal authorities.
4. Handle management affairs of a law office under attorney supervision.
5. Assist an attorney in drafting wills and other planning documents and in preparing documents for the administration of a deceased's estate.
6. Demonstrate an understanding of basic concepts of North Carolina real estate property law and assist an attorney in performing title searches and preparing residential loan closing documents.

Job Opportunities:

ENTRY LEVEL	ADVANCED LEVEL
Legal Assistant	Senior Paralegal
Paralegal	Freelance Paralegal
	Law Office Manager

Examples of employment opportunities for a Paralegal Technician:

Public and private law firms
Legal departments of government
Business and industry
Law-related jobs in insurance
Financial institutions
Corporations
Free Lance Opportunities

PARALEGAL TECHNOLOGY
Associate in Applied Science Degree Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
BUS	116	Alphabetic Microcomputer Keyboarding	1	2	2
BUS	201	Business Law	3	0	3
ENG	104	Composition & Research	5	0	5
LEG	115	Paralegal in the Legal System	3	0	3
MAT	115	Survey of Mathematics	3	0	3
			15	2	16
SECOND QUARTER					
BUS	202	Business Law	3	0	3
BUS	229	Taxes	4	0	4
ENG	105	Composition & Literature	5	0	5
LEG	132	Legal Research	3	2	4
			15	2	16

THIRD QUARTER

BUS	231	Taxes for Paralegals	4	0	4
EDP	200	Microcomputer Utilization	1	4	3
ENG	222	Written Communication	3	0	3
LEG	134	Legal Writing	2	0	2
LEG	135	Legal Systems I	4	0	4
			14	4	16

FOURTH QUARTER

ENG	140	Oral Communication	3	0	3
LEG	103	Evidence for Paralegals	4	0	4
LEG	136	Legal Systems II	4	0	4
LEG	225	Law Office Management	4	0	4
		Elective to be selected outside area of specialization	3	0	3
			18	0	18

FIFTH QUARTER

CJC	210	Investigative Procedures	5	0	5
LEG	223	Investigation of Civil Claims	4	0	4
LEG	227	Estate Management I	4	0	4
LEG	282	Property Transactions I	4	0	4
MED	110	Medical Terminology & Records	1	2	2
			18	2	19

SIXTH QUARTER

LEG	207	Legal Software	1	2	2
LEG	213	Law & The Family	3	0	3
LEG	228	Estate Management II	4	0	4
LEG	235	Litigation Preparation	4	0	4
LEG	283	Property Transactions II	4	0	4
			16	2	17

SEVENTH QUARTER

LEG	214	Domestic Law Documents	2	0	2
LEG	230	Bankruptcy & Collection Procedures	4	0	4
LEG	280	Business Organizations Law	3	0	3
		Social/Behavioral Science Elective	3	0	3
		Elective*	2	0	2
			14	0	14

T-120 TOTAL CREDIT HOURS 115-116**

*Elective may include LEG 261 Clinical Practice (1-10-2).

**Students who take ENG 111, 112, 113 acquire 9 quarter hours, whereas those who take ENG 104, 105 will have 10 quarter hours.

PARALEGAL TECHNOLOGY
Associate in Applied Science Degree Program
SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Evening Students
Program Begins Odd Years

			Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER—Fall					
ENG	111	Introduction to Composition	3	0	3
LEG	115	Paralegal in the Legal System	3	0	3
			6	0	6
SECOND QUARTER—Winter					
ENG	112	Composition & Literature	3	0	3
LEG	132	Legal Research	3	2	4
			6	2	7
THIRD QUARTER—Spring					
ENG	113	Research and Composition	3	0	3
LEG	103	Evidence for Paralegals	4	0	4
			7	0	7
FOURTH QUARTER—Summer					
BUS	116	Alphabetic Microcomputer Keyboarding*	1	2	2
ENG	222	Written Communication	3	0	3
LEG	135	Legal Systems I	4	0	4
			8	2	9
FIFTH QUARTER—Fall					
BUS	201	Business Law	3	0	3
LEG	136	Legal Systems II	4	0	4
			7	0	7
SIXTH QUARTER—Winter					
BUS	202	Business Law	3	0	3
BUS	229	Taxes	4	0	4
			7	0	7
SEVENTH QUARTER— Spring					
LEG	225	Law Office Management	4	0	4
		Elective to be selected outside area of specialization	3	0	3
			7	0	7
EIGHTH QUARTER—Summer					
BUS	231	Taxes for Paralegals	4	0	4
LEG	134	Legal Writing	2	0	2
			6	0	6
NINTH QUARTER—Fall					
LEG	223	Investigation of Civil Claims	4	0	4
MAT	115	Survey of Mathematics	3	0	3
MED	110	Medical Terminology & Records	1	2	2
			8	2	9
TENTH QUARTER—Winter					
CJC	210	Investigative Procedures	5	0	5
LEG	235	Litigation Preparation	4	0	4
			9	0	9
ELEVENTH QUARTER—Spring					
LEG	213	Law & The Family	3	0	3
LEG	230	Bankruptcy & Collection Procedures	4	0	4
			7	0	7

TWELFTH QUARTER—Summer					
ENG	140	Oral Communication	3	0	3
LEG	214	Domestic Law Documents	2	0	2
			5	0	5
THIRTEENTH QUARTER—Fall					
LEG	227	Estate Management I*	4	0	4
LEG	282	Property Transactions I*	4	0	4
			8	0	8
FOURTEENTH QUARTER—Winter					
LEG	228	Estate Management II	4	0	4
LEG	283	Property Transactions II*	4	0	4
			8	0	8
FIFTEENTH QUARTER—Spring					
LEG	207	Legal Software	1	2	2
LEG	280	Business Organizations Law	3	0	3
			4	2	5
SIXTEENTH QUARTER—Summer					
EDP	200	Microcomputer Utilization*	1	4	3
		Social/Behavioral Science Elective	3	0	3
		Elective**	2	0	2
			6	4	8

T-120

TOTAL CREDIT HOURS 115-116***

* Completion of these courses leads to a certificate.
**Elective may include LEG 261 Clinical Practice (1-10-2)
*** Students who take ENG 111, 112, 113 acquire 9 quarter hours, whereas those who take ENG 104, 105 will have 10 quarter hours.

PARALEGAL TECHNOLOGY
Certificate Program

REQUIRED COURSES
(May be taken during the day or evening as available)

			Hours Per Week		Quarter Hours
			Class	**Lab.**	**Credit**
BUS	116	Microcomputer Keyboarding	1	2	2
EDP	200	Microcomputer Utilization	1	4	3
LEG	227	Estate Management I	4	0	4
LEG	282	Property Transactions I	4	0	4
LEG	283	Property Transactions II	4	0	4

Emphasis in Real Estate

T-120

TOTAL CREDIT HOURS 17

Prerequisite: Students must exhibit reading proficiency before entering the certificate program.

PHARMACY TECHNOLOGY

Curriculum Description:

The Pharmacy Technology curriculum prepares individuals to assist the pharmacist in duties that a non-professional can legally perform and to function within the boundaries prescribed by the pharmacist and the employing agency. Graduates may maintain patient's records; fill routine prescription orders; maintain inventories of drugs and supplies; set up, package and label medication doses; prepare stock solutions and intravenous additives; assist with over-the-counter drugs and health aids; and perform clerical duties, including insurance forms and forms required by third-party payees.

Graduates may be employed in hospitals, in nursing homes, in private and chain drug stores, by drug manufacturers, in research laboratories and in wholesale drug companies.

Individuals desiring a career in pharmacy technology should, if possible, take biology, algebra, chemistry and typing courses prior to entering the program.

Competencies:

Upon successful completion of this program, the student should be able to perform the following functions under the supervision of a registered pharmacist. These competencies are designed to meet the requirements of the American Society of Hospital Pharmacists (ASHP) Standards for Pharmacy Technician Training Programs.

1. Demonstrate appropriate knowledge and understanding of the technical aspects of pharmacy practice in health care institutions and community pharmacy settings.
2. Demonstrate a working knowledge of the formulary system and quality assurance monitoring.
3. Demonstrate a working knowledge of commonly encountered pharmaceutical and medical terms, abbreviations, symbols, dosage forms, routes of medication administrations, brand/generic name equivalents, and systems of medication-classification.
4. Perform the technical tasks associated with medication distribution in institutional settings; fill unit-dose carts; interpret, process, fill and label medication orders; maintain patient medication profiles; replace ward stock and prepare prepackaged medications.
5. Prepare and label sterile medication products using vertical and horizontal laminar flow hoods.
6. Observe proper handling and safety precautions associated with medication storage, preparation, distribution, and labeling.

7. Perform mathematical calculations needed to safely prepare medications and solutions.
8. Correctly weigh and measure using syringes, volumetric glassware, and pharmacy balances.
9. Perform the necessary functions associated with drug purchasing, receiving, and inventory control.
10. Perform the technical and recordkeeping functions associated with prescription processing in a community pharmacy.
11. Explain the uses of "over-the-counter" medications and common health aids and devices.
12. Utilize effective methods of communication and function in an ethical and legal manner within the work setting.

Admission Requirements:

Students admitted to the Pharmacy Technology Program are eligible to take Pharmacy (PHM) courses with a laboratory component (PHM 102, PHM 103, PHM 104, PHM 261, and PHM 262). Qualified applicants are admitted to the program based on the date of application until the program is filled.

Applicants for admission to the Pharmacy Technology Program must:

1. Have completed and submitted an Application for Admission.
2. Have graduated from an accredited high school or have an Adult High School Diploma or have passed the GED with an equivalency certificate which meets the minimum requirements set by the State of North Carolina.
3. Have taken the college's placement tests and achieved minimal acceptable scores or have been exempted.
4. Have completed one year of high school Algebra or have completed MAT 091 at DCCC or have completed a college-level Algebra course.
5. Have signed and submitted the Statement of Understanding Concerning Acceptance for Clinical Training.

It is recommended students complete high school chemistry or SCI 104 (Introduction to Chemical Science) prior to entry into the program.

Readmission Policy

Re-entry into the Pharmacy Technology Program is contingent upon space being available in the laboratory component of the program. Qualified applicants re-enter with appropriate placement as determined by the applicant's prior academic record and/or Pharmacy Technology curriculum changes. Readmission to the program is limited to one time.

Probation and Suspension

Pharmacy technology students are subject to the same probation and suspension policies as all other students enrolled in the College (see pages 54-60). Additional criteria for pharmacy technology students are listed on page 56.

Job Opportunities:

Pharmacy Technician
Pharmacy Technologist
Pharmacist Assistant
Pharmacy Helper

PHARMACY TECHNOLOGY

Certificate Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day Students

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
BUS	116	Alphabetic Microcomputer Keyboarding	1	2	2
MAT	150	Pharmaceutical Mathematics	5	0	5
MED	120	Medical Terminology	3	0	3
PHM	101	Introduction to Pharmacy	3	0	3
PHM	102	Institutional Pharmacy Practice I	4	2	5
			16	4	18
SECOND QUARTER					
EDP	200	Microcomputer Utilization	1	4	3
PHM	103	Institutional Pharmacy Practice II	4	2	5
PHM	104	Community Pharmacy	3	6	5
PHM	110	Pharmacology	3	0	3
			11	12	16
THIRD QUARTER					
PHM	111	Pharmacology	3	0	3
PHM	260	Pharmacy Seminar	2	0	2
PHM	261	Pharmacy Technician Clinical I	0	9	3
PHM	262	Pharmacy Technician Clinical II	0	9	3
PSY	221	Applied Psychology	3	0	3
			8	18	14
T-161		TOTAL CREDIT HOURS			48

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or licensure in this field. Prospective students should obtain additional information from a college counselor or program faculty member prior to seeking admission.

PHLEBOTOMY

Curriculum Description:

The Phlebotomy Technician curriculum prepares the graduate to draw blood specimens from patients for the purpose of testing and analyzing blood. The job involves duties related to the preparation and maintenance of equipment used in obtaining blood specimens, the use of appropriate communication skills when working with patients; the selection of venipuncture sites; the care of blood specimens; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Maintain equipment used in obtaining blood specimens.
2. Prepare for use equipment used in obtaining blood specimens.
3. Use appropriate communication skills when working with patients.
4. Select venipuncture sites.
5. Draw blood specimens from patients.
6. Use care in the handling of blood specimens.
7. Enter testing data into the computer.
8. Maintain records associated with blood testing.

Job Opportunities:

Phlebotomy Technician

Admissions Requirements:

Students must be admitted to the Phlebotomy Program prior to taking MLA 1101 or MLA 1102. Admission is based on first-come, first-serve through completion of admission requirements and acceptance into the curriculum. Admission is limited to 16 students.

Applicants for admission to the Phlebotomy Program must:

1. Have completed and submitted an Application for Admission.
2. Have graduated from an accredited high school or have an Adult High School Diploma or have passed the GED with an equivalency certificate which meets the minimum requirements set by the State of North Carolina.
3. Have taken the college's placement tests and achieved minimal acceptable scores or have been exempted.
4. Have physical health status compatible with the ability to obtain clinical experience in a health care agency.

5. Have signed and submitted the Statement of Understanding Concerning Acceptance for Clinical Training.

Probation and Suspension

Phlebotomy students are subject to the same probation and suspension policies as all other students enrolled in the College (see pages 54-60). Additional criteria for Phlebotomy students are listed on page 57.

PHLEBOTOMY

Certificate Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week		Quarter Hours
			Class	**Lab.**	**Credit**
ONE QUARTER					
MLA	1101	Basic Concepts in Phlebotomy	9	4	11
MLA	1102	Phlebotomy Clinical Experience	1	12	5
			10	16	16
V-168		TOTAL CREDIT HOURS			16

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or licensure in this field. Prospective students should obtain additional information from a college counselor or program faculty member prior to seeking admission.

PLASTICS MANUFACTURING TECHNOLOGY

Curriculum Description:

Plastics manufacturing is one of the fastest growing technologies in the United States. The DCCC program will provide training in plastics (polymer) materials and processing techniques commonly used in the plastics industry such as injection molding, extrusion, vacuum forming, injection blow molding, extrusion blow molding, and material testing. Students may be able to transfer some or all of the courses in this curriculum to senior colleges and universities. Students should take courses in algebra, geometry, and chemistry prior to entering the program.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Identify and participate in the selection of polymeric materials including thermoplastics, thermoset plastics, thermoset elastomers, and thermoplastic elastomers.
2. Describe polymer behavior during melting, flow and cooling for crystalline, semicrystalline, and amorphous polymers.
3. Read and interpret blueprints as they relate to part design.
4. Read and interpret electric schematic drawings as they relate to plastic processing equipment.
5. Describe and discuss in detail the various manufacturing processes used to form, compound, and handle polymeric materials.
6. Generate designs via a computer-aided design system (CAD).
7. Properly hang a mold in an injection molder.
8. Start up an injection molder, establish and troubleshoot a molding cycle.
9. Disassemble, clean and/or replace worn components, and reassemble an injection mold.
10. Troubleshoot a mold/material/machine combination for common processing problems in injection molding.
11. Set-up and start a blow mold machine; monitor operations and perform basic troubleshooting operations.
12. Set up an extrusion line for simple extrudates such as strands and ribbons.
13. Perform or specify minor machining functions.
14. Discuss at length the safety practices required when working with the common plastic/polymer processing methods.
15. Understand and perform basic troubleshooting on the hydraulic and pneumatic systems associated with plastic manufacturing equipment.

16. Design experiments in Statistical Process Control (SPC) and use the data to solve process problems.
17. Write professional quality technical abstracts or reports.
18. Understand and practice good industrial safety procedures and comply with appropriate EPA and other regulations.
19. Understand the concepts and principles of Total Quality Management and apply these principles in the work environment.
20. Demonstrate the human relationship and communication skills necessary to be a productive member of self-directed work teams.

Job Opportunities:

Entry Level:
Machine Set-up and Maintenance Technician
Mold Process Technician
Engineering Technician
Quality Control Technician
Process Control Technician
Mold Repair and Maintenance Technician
First Line Supervisor

With Appropriate Experience:
Machine Set-up Specialist
Quality Control Specialist
Process Engineer
Shift Supervisor
Plant Maintenance Manager
Product Design Engineer

Plastics Manufacturing Technology
Associate in Applied Science Degree Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS
For Day Students

			Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
FIRST QUARTER					
CHM	100	Introduction to Chemistry	4	2	5
DFT	101	Engineering Drawing	2	4	4
EDP	101	Introduction to EDP	3	2	4
PLA	115	Plastics Industry	3	0	3
			12	8	16
SECOND QUARTER					
DFT	102	Engineering Drawing	2	4	4
ENG	111	Introduction to Composition	3	0	3
MAT	111	College Algebra	5	0	5
PLA	110	Plastics and Elastomers	3	3	4
			13	7	16

THIRD QUARTER

DFT	106	Computer Aided Drafting	1	2	2
MAT	112	Trigonometry	5	0	5
MEC	101	Machine Processes	3	3	4
PLA	120	Polymer Processing Survey	3	3	4
		Humanities Elective	3	0	3
			15	8	18

FOURTH QUARTER

BUS	111	Introduction to Business	3	0	3
MEC	235	Industrial Hydraulics	3	3	4
PLA	235	Injection Molding	3	9	6
		Social Science Elective	3	0	3
			12	12	16

FIFTH QUARTER

ENG	140	Oral Communication	3	0	3
MEC	119	Programming for Technicians	2	3	3
PHY	104	General Physics I	3	3	4
PLA	245	Mold Design/Maintenance	4	6	6
			12	12	16

SIXTH QUARTER

ENG	112	Composition and Literature	3	0	3
PLA	247	Mold Flow	3	3	4
PLA	248	Extrusion	4	6	6
		Elective to be selected outside area of specialization	3	0	3
			13	9	16

SEVENTH QUARTER

BUS	284	Process Improvement (SPC)	5	0	5
ENG	123	Report Writing	3	0	3
MEC	201	Robotics and Automation	3	2	4
PLA	249	Advanced Plastics Manufacturing	4	6	6
			15	8	18

Work Experience/Orientation*

COE	266	Plastics Manufacturing Work Experience	0	20	2
ORI	101	Employment Orientation	1	0	1

*On approval, elective courses may be taken in lieu of COE 266 and ORI 101.

T-236	TOTAL CREDIT HOURS	119

WELDING

Curriculum Description:

The Welding curriculum gives students sound understanding of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure, to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops, and many others.

Competencies:

Upon successful completion of this program, the student should be able to:

1. Braze or oxyacetylene weld any type of steel, and also cut materials for assembling.
2. Distinguish between any ferrous and non-ferrous metals, and recognize correct types of rods to weld these metals.
3. Weld with arc or inert gas (GMAW and GTAW) in all positions (flat, horizontal, vertical, and overhead), joining various metal alloys.
4. Weld pressure piping in the horizontal and vertical positions using shielded metal arc welding processes according to Sections VIII or IX of the ASME Code. Certify on structural or pipe welding.
5. Read blueprints, sketch, and layout on paper the size and shape of the product, list the procedural steps necessary to build the product, and follow these directions to build the product.

Job Opportunities:

ENTRY LEVEL	ADVANCED LEVEL
Arc Welder	Lay-out Worker I
Arc Welding - Machine Operator	Welder - Fitter
Gas Welding - Machine Operator	
Gas Welder	
Welder - Assembler	
Combination Welder	

WELDING

Certificate Program

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

For Evening Students

	Hours Per Week		Quarter Hours
	Class	Lab.	Credit
FIRST QUARTER			
MAT 1101A Fundamentals of Math	2	0	2
WLD 1120A Oxyacetylene Welding	1	3	2
	3	3	4
SECOND QUARTER			
DFT 1117 Blueprint Reading: Welding	1	2	2
WLD 1121A Arc Welding	1	3	2
	2	5	4
THIRD QUARTER			
WLD 1120B Oxyacetylene Welding	1	3	2
WLD 1123 Inert Gas Welding	1	3	2
	2	6	4
FOURTH QUARTER			
WLD 1124A Pipe Welding	2	6	4

Emphasis in Basic Welding Procedures

V-050	TOTAL CREDIT HOURS	16

Course Descriptions

COURSE DESCRIPTIONS

The courses listed below constitute the content of the curriculum programs of the College and are listed in alphabetical and numeric order under program titles. Program titles are listed in alphabetical order.

Provided for each course is the following information: subject code and number, title, number of hours credit, and in parentheses, the number of lecture hours and the number of laboratory hours each week. The sequence of courses is indicated by symbols: "F" for Fall Quarter, "W" for Winter Quarter, "S" for Spring Quarter, "SS" for Summer School. The first course sequence line indicates the quarter(s) the course will be offered during the day; the second line indicates the quarter(s) the course will be offered during the evening.

Freshmen-level courses are numbered 100 through 199 and sophomore courses from 200 through 299. Courses should be pursued in normal sequence, with prerequisite courses taken as indicated. One quarter hour credit is earned for a class meeting one hour each week for the duration of the quarter. One credit hour will equal two hours of laboratory time except where noted in the course description.

Vocational courses are numbered 1100 through 1180. These courses normally do not count as credit toward associate degree work. One quarter hour credit is earned for a class meeting one hour per week for the duration of the quarter. One credit hour will equal three hours of manipulative laboratory time except where noted in the course description.

Non-Credit courses are numbered below 100. The College reserves the right to cancel any course due to insufficient student enrollment.

Courses

AIR CONDITIONING

AHR 1103 Applied Electricity for HVAC Systems W 3 Qtr. Hrs. Credit (2-2)
F Evening

The use of test instruments and equipment used in servicing electrical apparatus for air conditioning and heating systems. Emphasis is placed on electrical principles and procedures for troubleshooting the various electrical devices used in air conditioning and heating equipment. Students will learn how to use test instruments to analyze performance and troubleshoot malfunctions of transformers, various types of motors and starting devices, switches, electrical heating devices, and wiring. Prerequisite: ELC 1150 or permission of instructor.

AHR 1104 Applied Electronics for HVAC Systems S 2 Qtr. Hrs. Credit (2-0)
S Evening

Common electronic control components utilized in HVAC systems. Emphasis is placed upon identifying different electronic components and their functions in HVAC systems. Emphasis is placed upon identifying different electronic components and their functions in HVAC system and motor drive control circuits. Students will learn how to identify these components, describe their functions in control circuitry, and use test instruments to measure electronic circuit values and to identify malfunctions. Prerequisite: ELC 1150 or permission of instructor.

AHR 1115 Fundamentals of Heating W 3 Qtr. Hrs. Credit (2-2)
W Evening

An introduction to the fundamentals of warm air heat, including oil, gas, and electric forced air systems. Emphasis is placed upon terminology, operating principles, theory, components, and materials utilized in installation and servicing.

AHR 1116 Servicing Heating Equipment W 6 Qtr. Hrs. Credit (3-9)

An introduction to the servicing and repair procedures for electric, gas, and oil warm air heating systems. Emphasis is placed on student's hands-on practice in servicing, the analysis of operating malfunctions, and the repair of system components. Students will learn systematic procedures for diagnosing and repairing mechanical and electrical malfunctions. Corequisite: AHR 1115 or permission of instructor.

AHR 1118 Air Conditioning Service S 4 Qtr. Hrs. Credit (2-6)

Installation, routine servicing, problem diagnosis, and repair of air cooled air conditioning systems. Emphasis is placed on the correct methods for locating, assembling, wiring, connecting to duct systems, changing, and system start-up and performance checks. Additional emphasis is placed on systematic problem diagnosis and repair procedures for refrigeration, electrical, and control system malfunctions. Students will learn how to properly install, service, and evaluate performance of room cooling units and split and packaged systems. Corequisite: AHR 1122 or permission of instructor.

AHR 1121 Refrigeration F 7 Qtr. Hrs. Credit (3-12)

An introduction to the principles of refrigeration, terminology, safety in the use of tools and equipment, the identification and the function of the component parts of the system. Other topics to be included will be the basic laws of refrigeration, characteristics and comparison of the various refrigerants; the use and construction of refrigeration valves, fittings and basic controls. Practical work includes refrigeration piping, flaring, soldering, tube bending; standard safety measures are stressed in the use and handling of refrigerants.

AHR 1122 Fundamentals of Air Conditioning S 4 Qtr. Hrs. Credit (3-2)
F Evening

Principles of air cooled air conditioning systems operation including room cooling units, split and packaged air to air systems. Emphasis is placed on terminology, components, and the measuring and control of factors affecting air movement and cleaning, temperature and humidity control. Students will learn how to calculate the cooling comfort needs of a conditioned space; how to use psychrometric charts to determine equipment performance needs to produce optimum temperature and humidity control, and how to use manufacturers' performance specifications to determine air distribution system requirements.

AHR 1131 All Weather Systems: Heat Pumps SS 5 Qtr. Hrs. Credit (3-6)

Principles of installation, service, and repairing of air to air heat pumps. Emphasis is placed on the different refrigeration cycles, selections of the components of a complete system, proper application and installation practices, and service procedures for air to air heat pump systems. Students will learn to properly size and install a complete system, perform routine service procedures, analyze performance, and apply systematic problem diagnosis and repair procedures. Prerequisites: AHR 1115, AHR 1122 or permission of instructor.

AHR 1131A All Weather Systems: Heat Pumps F 2 Qtr. Hrs. Credit (1-3)
Evening

Principles of installation, service, and repairing of air to air heat pumps. Emphasis is placed on the different refrigeration cycles, selections of the components of a complete system, proper application and installation practices for air to air heat pump systems. Students will learn to properly size and install a complete system and perform routine service procedures. Prerequisites: AHR 1115, AHR 1122, or permission of instructor. AHR 1131A and AHR 1131B are equivalent to AHR 1131.

AHR 1131B All Weather Systems: Heat Pumps W 3 Qtr. Hrs. Credit (2-3)
Evening

A continuation of AHR 1131A. Emphasis will be placed on performing service procedures, analyzing performance, and applying systematic problem diagnosis and repair procedures for air to air heat pumps. AHR 1131A and AHR 1131B are equivalent to AHR 1131. Prerequisites: AHR 1115, AHR 1122, AHR 1131A or permission of instructor.

AHR 1132 All Weather Systems: Conventional SS 4 Qtr. Hrs. Credit (3-3)
S Evening

Principles of combination heating and cooling systems including gas-electric, all electric, oil-electric, and other combination systems. Emphasis is placed on proper safety and operational controls, selection, and assembly of components, and installation of a complete all-weather system. Students will learn how to test, evaluate, and adjust system components. Students will also learn how to perform heating and cooling load calculations. Prerequisites: AHR 1115, AHR 1122 or permission of instructor.

AHR 1133 Refrigerant Management SS 2 Qtr. Hrs. Credit (2-0)
F Evening

A study of the proper methods of handling CFC, HCFC, and other refrigerants according to the Clean Air Act. Topics to be covered are: refrigerant handling, recovery, recycling, and reclaim methods. At the end of the course, the students will have the opportunity to take the EPA Certification Exam offered by the N.C. State Board of Refrigeration Examiners as per their regulations and fee. Evidence of EPA Type I & II, or Universal certification will be accepted as meeting the requirements of AHR 1133.

ART

ART 101 Introduction to Art F 5 Qtr. Hrs. Credit (5-0)

An introduction to the visual arts with emphasis on understanding and personal enjoyment of selected works of art.

ART 115 Drawing & Composition F 5 Qtr. Hrs. Credit (1-8)

Fundamentals of drawing and composition in black and white and in color in a variety of media.

ART 207 Painting W 5 Qtr. Hrs. Credit (1-8)

Development of creative ability and technical skill in painting in oils.

ART 210 Design W 5 Qtr. Hrs. Credit (1-8)

Elements and principles of visual design.

ART 233 Basic Photography 3 Qtr. Hrs. Credit (1-4)
F,W,S Evening

Lecture and laboratory, studio practice and assignments in picture taking and darkroom techniques. Study of types of cameras and their functions, lens, negative materials, printing, and light.

ART 234 Intermediate Photography 3 Qtr. Hrs. Credit (1-4)
F,W,S Evening

A continuation of basic photography with emphasis on composition and advanced camera and darkroom techniques utilizing various films and lights. Prerequisite: ART 233 or permission of the instructor.

ART 240 Art for Children SS 4 Qtr. Hrs. Credit (2-4)

A course of study of art for young children focusing on theory, methodology, materials usage, and specific problems appropriate for treatment through art media by the young child. This course is for students in the early childhood programs or by permission of the instructor.

ART 296 Studio Problems, 2-D F,W,S 3 Qtr. Hrs. Credit (1-4)

Directed two dimensional design problems offered on request and only with approval of the instructor. May be repeated for credit.

AUTOMOTIVE

AUT 1101 Engines F 6 Qtr. Hrs. Credit (3-9)

Development of knowledge and ability for using, maintaining, and storing the various hand tools and measuring devices needed in engine repair. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts; fuel and exhaust systems; cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

AUT 1101A Engines 4 Qtr. Hrs. Credit (2-6)
F Odd Years Evening

A study of the construction of internal combustion engines, tools, and measuring equipment needed for engine repair. Complete engine disassembly and reassembly. AUT 1101A and AUT 1101B are equivalent to AUT 1101.

AUT 1101B Engines On Demand 2 Qtr. Hrs. Credit (1-3)

A continuation of AUT 1101A, including minor machining of blocks, heads, and internal components. Hands-on experience in engine rebuilding. AUT 1101A and AUT 1101B are equivalent to AUT 1101. Prerequisite: AUT 1101A or permission of instructor.

AUT 1102 Electrical W 8 Qtr. Hrs. Credit (5-9)

Study of automobile electrical systems. Units to be studied: battery, cranking motors, switches, gauges, generators, ignition systems, accessories, wiring, and testing equipment. Provides a full range of troubleshooting, testing, repairing, and adjusting these systems. Corequisite: PHY 1120.

AUT 1102A Electrical 2 Qtr. Hrs. Credit (1-3)
F,S Even Years Evening

A study of basic automobile electrical fundamentals. Electrical measuring equipment will be emphasized. AUT 1102A, AUT 1102B, and AUT 1102C are equivalent to AUT 1102.

AUT 1102B Electrical 2 Qtr. Hrs. Credit (1-3)
W Even Years Evening

Continuation of the study of electrical systems and measuring equipment to include computerized ignition systems, fuel systems, and use of oscilloscope testers. AUT 1102A, AUT 1102B, and AUT 1102C are equivalent to AUT 1102. Prerequisite: AUT 1102A or permission of instructor.

AUT 1102C Electrical 4 Qtr. Hrs. Credit (3-3)
S Odd Years Evening

Diagnostic technique and advanced application of MCA systems. A continuation of AUT 1102B. AUT 1102A, AUT 1102B, and AUT 1102C are equivalent to AUT 1102. Prerequisite: AUT 1102B or permission of instructor.

AUT 1103 Chassis & Suspension S 6 Qtr. Hrs. Credit (3-9)

Principles and functions of automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering systems. Units to be studied: shock absorbers, spring, steering systems, steering linkage, and front-end alignment.

AUT 1104 Servicing SS 6 Qtr. Hrs. Credit (3-9)

Emphasis on the shop procedures necessary in determining the nature of automotive problems, isolating the cause, and repairing/replacing the appropriate part. Students experience the full range of troubleshooting automotive systems: testing, adjusting, repairing, and replacing. Prerequisite: AUT 1101 and 1102 or permission of the instructor.

AUT 1104A Servicing-Engines 2 Qtr. Hrs. Credit (1-3)
W Odd Years Evening

Automotive servicing with emphasis on servicing of automotive engines. AUT 1104A, AUT 1104B and 1104C are equivalent to AUT 1104. Prerequisites: AUT 1101A or permission of instructor. Corequisite: AUT 1104B

AUT 1104B Servicing Procedures 2 Qtr. Hrs. Credit (1-3)
W Odd Years Evening
SS Even Years Evening

Automotive servicing procedures to determine the cause of automotive failure, isolate failed components, and repair or replace parts. Emphasis is placed on troubleshooting and fault isolation. AUT 1104A, 1104B, and 1104C are equivalent to AUT 1104. Corequisite: AUT 1104A or 1104B.

AUT 1104C Servicing-Electrical
2 Qtr. Hrs. Credit (1-3)
SS Even Years Evening

Automotive repairing with emphasis on servicing the electrical systems in an automobile. AUT 1104A, 1104B, and 1104C are equivalent to AUT 1104. Prerequisite: AUT 1102C or permission of instructor. Corequisite: AUT 1104B.

AUT 1105 Fuel & Emission F 3 Qtr. Hrs. Credit (2-3)
S Even Years Evening

Study of the principles and functions of the automobile and light truck fuel systems. Units to be studied: carburetors, fuel pumps, fuel filters, fuel tanks, fuel lines, air cleaners, fuel injectors, engine fuels, and emission control systems. Providing a full range of troubleshooting, testing, repairing, and adjusting these systems.

AUT 1108 Schematics & Diagrams W 2 Qtr. Hrs. Credit (2-0)
F Even Years Evening

Interpretation and reading of schematics and diagrams. Develops the ability to read and interpret blueprints, charts, wiring diagrams, and service manuals. Includes the following automotive systems: engines, fuel systems, emission control systems, lubrication, and electrical systems.

AUT 1109 Schematics & Diagrams S 2 Qtr. Hrs. Credit (2-0)
W Even Years Evening

Interpretation and reading of schematics and diagrams. Develops the ability to read and interpret blueprints, charts, wiring diagrams, and service manuals. Including the following automotive systems: suspension and steering, brakes, power train, air conditioning and cooling.

AUT 1116 Braking S 4 Qtr. Hrs. Credit (3-3)

A complete study of various braking systems employed on automobiles and lightweight trucks. Emphasis on how they operate, proper adjustment, and repair.

AUT 1117 Air Conditioning W 3 Qtr. Hrs. Credit (2-3)

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms; the methods of operation and control; proper handling of refrigerants in charging the system.

AUT 1118 Power Trains SS 6 Qtr. Hrs. Credit (3-9)

Principles and functions of automotive power train systems; clutches, transmission gears, torque converter drive shaft assemblies, rear axles, and differentials. Identification of troubles, servicing, and repair.

AUT 1118A Power Trains 3 Qtr. Hrs. Credit (2-3)
SS Even Years Evening

A study of principles and functions of power train systems. The development of skills needed for making minor repairs of transmissions and drive axles. AUT 1118A and AUT 1118B are equivalent to AUT 1118.

AUT 1118B Power Trains On Demand 3 Qtr. Hrs. Credit (1-6)

The repair and rebuilding of automatic and manual transmissions. A continuation of AUT 1118A. AUT 1118A and AUT 1118B are equivalent to AUT 1118. Prerequisite: AUT 1118A or permission of instructor.

BIOLOGY

See Chemistry and Physics

BIO 104 General Biology F,W,S 3 Qtr. Hrs. Credit (3-0)
F Odd Years Evening

Introduces the student to the molecular and cellular basis of biology. Designed to acquaint the student with the major principles of ecology, genetics, and evolution. Offers the student a brief introduction to human ecology. Corequisite: BIO 104L.

BIO 104L General Biology Laboratory F,W,S 1 Qtr. Hr. Credit (0-3)
F Odd Years Evening

A laboratory survey of general principles of biology including laboratory technique, ecology, genetics, cell physiology and chemistry. Corequisite: BIO 104.

BIO 105 General Biology W,S,SS 3 Qtr. Hrs. Credit (3-0)
S Even Years Evening

Surveys the principal groups of plants from the standpoint of their structures, classification, evolution, and economic importance. Major emphasis is placed on the tissues, organs, physiology, and reproduction of seed plants. Prerequisites: BIO 104 and BIO 104L or permission of the instructor. Corequisite: BIO 105L.

BIO 105L General Biology Laboratory W,S,SS 1 Qtr. Hr. Credit (0-3)
S Even Years Evening

A laboratory survey of the plant kingdom. Corequisite: BIO 105.

BIO 106 General Biology W,S,SS 3 Qtr. Hrs. Credit (3-0)
W Odd Years Evening

Introduction to the animal kingdom, including animal systems, evolution of structures, and major phyla of animals with examples of each phylum. Also includes human systems, diseases, and reproduction. Prerequisite: BIO 104 and BIO 104L or permission of the instructor. Corequisite: BIO 106L.

BIO 106L General Biology Laboratory W,S,SS 1 Qtr. Hr. Credit (0-3)
W Odd Years Evening

Introduction to the animal kingdom including animal tissues, organs, and systems in the major phyla of animals. Also includes human systems, organs, and tissues on slides and mannequin. Corequisite: BIO 106.

BIO 204 Human Anatomy & Physiology F 4 Qtr. Hrs. Credit (3-3)
F Even Years Evening

A course in basic human anatomy and physiology with emphasis on homeostasis of the cells, body fluids, and organ systems. This quarter places emphasis on levels of organization, support, and movement. Units of study are the following: chemistry, medical microbiology, cytology, histology, skeletal system, and muscular system. Computers, dissection, histological studies, and use of an electronic physiograph are some areas of the laboratory study.

BIO 205 Human Anatomy & Physiology W 4 Qtr. Hrs. Credit (3-3)
W Even Years Evening

A course in basic human anatomy and physiology with emphasis on homeostasis of the cells, body fluids, and organ systems. This quarter places emphasis on control systems and continuity. Units of study are the following: nervous system, special senses, endocrine system, reproductive system, embryology, and heredity. Computers, dissection, histological studies, and use of an electronic physiograph are some areas of the laboratory study. Prerequisite: BIO 204

BIO 206 Human Anatomy & Physiology S 4 Qtr. Hrs. Credit (3-3)
S Odd Years Evening

A course in basic human anatomy and physiology with emphasis on homeostasis of the cells, body fluids, and organ systems. This quarter places emphasis on maintenance of the human body. Units of study are the following: circulatory system, immune system, respiratory system, digestive system, urinary system, and fluid balance. Computers, dissection, histological studies, and use of an electronic physiograph are some areas of the laboratory study. Prerequisite: BIO 205

BUSINESS

Also See Economics and Electronic Data Processing

BUS 101 Keyboarding/Formatting F,W,S,SS 4 Qtr. Hrs. Credit (3-2)
F,W,S,SS Evening

Introduction to the touch keyboarding system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and reports. Courseware interfaces with WordPerfect software.

BUS 102 Document Formatting W 4 Qtr. Hrs. Credit (3-2)
W Evening

Emphasis on the development of speed and accuracy with further mastery of word processing concepts and correct keyboarding techniques. Application of these skills and techniques in tabulation, report, correspondence, and specialized business forms. Courseware interfaces with WordPerfect software. Prerequisite: BUS 101 or equivalent.

BUS 110 Calculating Machines W 3 Qtr. Hrs. Credit (2-2)
W Even Years Evening

Training in techniques, processes, operation, and application of electronic printing and electronic display calculators.

BUS 111 Introduction to Business F,W,S,SS 3 Qtr. Hrs. Credit (3-0)
F,W Evening

This course is an introductory course for business students. Particular attention is given to learning business terminology and concepts. Major coverage is in the areas of business organizational structure, management, marketing, accounting, finance, and insurance.

BUS 112 Records Management F 3 Qtr. Hrs. Credit (3-0)
F Odd Years Evening

Introduction to principles of records management that include paper, microrecords, and magnetic media. Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes, and guides. Keying and retrieval of data using computer.

BUS 113 Medical Transcribing S,SS 3 Qtr. Hrs. Credit (1-4)
SS Even Years Evening

A study and practice course in machine transcription using various medical and surgical forms, reports, case histories, and radiological reports from medical tapes. Prerequisites: BUS 102 or EDP 211, MED 120.

BUS 114 Payroll Accounting W, S, SS 3 Qtr. Hrs. Credit (3-0)
SS Evening

The various phases of the Social Security Act and other laws relating to the payment of wages and salaries. Emphasis on basic payroll systems, accounting methods used in computing wages, and time-keeping systems used to record time worked. Prerequisite or Corequisite: BUS 211.

BUS 116 Alphabetic Microcomputer Keyboarding F,W,S,SS 2 Qtr. Hrs. Credit (1-2)
F,W,S,SS Evening

Introduction to the touch keyboarding system with emphasis on correct techniques; development of alphabetic keyboarding and top row numeric skills on the microcomputer. No formatting applications. Students are graded pass or fail.

BUS 118 Transcription Skills S 5 Qtr. Hrs. Credit (5-0)
W Evening

Intensive study to develop high-level language arts literacy encompassing those writing mechanics essential to the production of a mailable transcript. Mastery of English mechanics including spelling, grammar, punctuation, word usage, syntax, capitalization, abbreviations, plurals and possessives, numbers, and compound words. Prerequisite: Acceptable score on the writing sample or satisfactory completion of ENG 091/092.

BUS 130 Business Mathematics F,W,S,SS 5 Qtr. Hrs. Credit (5-0)
F,W,SS Evening

Emphasis is given to the development of expertise in the use of specific rules and procedures, mathematical formulas, and tables required to solve problems and make decisions in the general areas of personal finance, business finance accounting, etc. Specific topics will include simple and compound interest, present value, cash and trade discounts, markups and markdowns, inventory valuation, depreciation, promissory notes, financial statement analysis, consumer math applications, stocks and bonds, and basic statistics. Prerequisite: Acceptable score on math placement examination or successful completion of MAT 081.

BUS 201 Business Law F,W 3 Qtr. Hrs. Credit (3-0)
F Even Years Evening
F,W,SS Evening

An introduction to business law acquainting the student with classes and sources of law and court procedure. Emphasis is placed on torts, contracts, agency, and negotiable instruments.

BUS 202 Business Law W,S 3 Qtr. Hrs. Credit (3-0)
F,S Evening
W Even Years Evening

The second in a series emphasizing negotiable instruments, sales, government regulation, and forms of ownership.

BUS 203 Business Law S,SS 3 Qtr. Hrs. Credit (3-0)
W,SS Evening

The third in a series emphasizing forms of ownership, personal property, bailments, rights of debtors and creditors, and bankruptcy.

BUS 204 Personal Finance S 3 Qtr. Hrs. Credit (3-0)
S Even Years Evening

Designed to give practical help to the person who wants to do a better job of managing his personal finances. A study of personal financial planning, budgeting, buying on credit, borrowing money, using bank facilities, investing savings, buying all forms of insurance, home ownership, investing in securities, retirement planning, and estate planning.

BUS 211 Principles of Accounting F,W,S 5 Qtr. Hrs. Credit (5-0)
F,W,S Evening

Study of the basic structure of accounting; the evolution of accounting, the accounting cycle for service entities and merchandise enterprises, working papers, financial statements, voucher system and cash . Prerequisite: MAT 081 or equivalent as determined by placement counselor.

BUS 212 Principles of Accounting W,S,SS 5 Qtr. Hrs. Credit (5-0)
W,S Evening

A continuation of the study of principles and practice as related to receivables, payables, inventory, plant assets and intangible assets, systems and controls, payroll systems, partnerships, and corporations. Prerequisite: BUS 211.

BUS 213 Principles of Accounting S,SS 5 Qtr. Hrs. Credit (5-0)
S,SS Evening

A further continuation relating to corporations, long-term liabilities and investments, manufacturing accounting, budgetary control, and management reports. Prerequisite: BUS 212 or BUS 211 and permission of the instructor.

BUS 214 Administrative Office Procedures W 4 Qtr. Hrs. Credit (3-2)
W Evening

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. Procedures included: hostess duties, word processing responsibilities, use of transmittal services, record and personnel management, travel and conference responsibilities, collecting and presenting business data, financial and legal duties. These are the capstone courses in the secretarial program. Prerequisite: Permission of the Administrative Office Technology advisor.

BUS 215 Administrative Office Procedures S 4 Qtr. Hrs. Credit (3-2)
S Odd Years Evening

See Business 214 description.

BUS 217 Word Processing S 4 Qtr. Hrs. Credit (3-2)
S Evening

An in-depth study of an advanced-level word processing software package. Emphasis on production of documents, speed building, using basic and advanced word processing functions. Prerequisite: BUS 102 or equivalent.

BUS 218 Word Processing F 4 Qtr. Hrs. Credit (3-2)
SS Evening

Emphasis on decision-making, following directions, editing, and development of individual production using an advanced-level word processing software package on the microcomputer. Review of letter forms, reports and manuscripts, statistical tabulation, the merging function, and other advanced word processing functions. Prerequisites: BUS 217.

BUS 220 Business Finance W 5 Qtr. Hrs. Credit (5-0)
W Evening

A study of business finance from the perspective of the chief financial officer of a company. Special emphasis is given to short and long-term sources of capital, obtaining lines of credit from commercial banks, ratio analysis, management of current assets, and capital budgeting decisions. Prerequisite: BUS 211 or permission of instructor.

BUS 221 Word Processing/Desktop Publishing W 4 Qtr. Hrs. Credit (3-2)
W Evening

A study of desktop publishing concepts and techniques using the advanced features of a word processing program—math calculation in tables, graphics, line draw, column formats, macros/styles, keyboard layouts, importing and exporting files, etc. Presentation of design techniques for documents such as newsletters, brochures, and flyers. Prerequisite: BUS 218 or consent of instructor.

BUS 222 Intermediate Accounting SS 5 Qtr. Hrs. Credit (5-0)
F Even Years Evening

The study of financial accounting, both theory and practice, as related to cash, temporary investments, receivables and current liabilities. Emphasis upon the balance sheet, income statement, and cash flow statement with detailed review of the accounting process, present value concepts, and the theoretical framework of accounting. Prerequisite: BUS 213 or BUS 212 and permission of the instructor.

BUS 223 Intermediate Accounting F 5 Qtr. Hrs. Credit (5-0)
W Even Years Evening

Continuation of the study of financial accounting theory and practice as related to inventories, land, building, equipment, intangible assets, long-term investments, bonds, income tax allocation, leases, and pensions. Prerequisite: BUS 222.

BUS 224 Intermediate Accounting W 5 Qtr. Hrs. Credit (5-0)
S Odd Years Evening

Further continuation of the study of financial accounting theory and practice as related to pensions, leases, income tax allocation, special shareholder calculations, accounting changes and correction of errors, and financial statement analysis. Prerequisite: BUS 223.

BUS 225 Cost Accounting SS 5 Qtr. Hrs. Credit (5-0)
F Odd Years Evening

The study of managerial accounting as related to the controller's function, fundamental cost reports, classification of costs, the cost information system, job order costing, process costing, by-product and joint products costing, and planning and control of factory overhead, materials and labor. Prerequisite: BUS 213.

BUS 226 Cost Accounting F 5 Qtr. Hrs. Credit (5-0)
W Odd Years Evening

Continuation of the study of managerial accounting as related to factory overhead, profit planning, standard costing and variance analysis, direct costing, marketing cost control, breakeven analysis, differential cost analysis, and capital expenditure control. Prerequisite: BUS 213.

BUS 229 Taxes W 4 Qtr. Hrs. Credit (4-0)
W Evening

Application of federal and state taxes to various businesses and individuals. A study of tax theory, interpretations of laws, and methods of filing taxes. Emphasis on basic income tax returns with supporting schedules and forms.

Course Descriptions

BUS 230 Advanced Taxes S 4 Qtr. Hrs. Credit (4-0)
S Evening

A continuation of BUS 229. Major areas of concentration are income taxes for partnerships, corporations and advanced individual income tax problems. Prerequisite: BUS 229.

BUS 231 Taxes for Paralegals S 4 Qtr. Hrs. Credit (4-0)
SS Odd Years Evening

A continuation of the study of federal income taxes; income tax withholding; declaration of estimated tax by individuals; preparation of income tax returns for individuals, partnerships, corporations, and fiduciaries. An introduction to property taxes, intangible taxes, sales and use taxes, and N.C. State Income taxes. Prerequisite: BUS 229

BUS 233 Human Resource Management Project S 3 Qtr. Hrs. Credit (3-0)
S Evening

Students are assigned to project teams whose task is to manage and operate a simulated human resource department for a mid-sized company. Team members will receive instruction in team building and problem-solving techniques and will be expected to apply knowledge gained in courses previously taken, especially human resource specialty courses. Prerequisites: BUS 237, BUS 238, BUS 241, BUS 242, and BUS 257, or permission of instructor.

BUS 234 Industrial Administration F,W,S 5 Qtr. Hrs. Credit (5-0)
F Evening

A survey of the problems encountered in production management, including employee selection, plant location and design, time and motion study, and routing and scheduling.

BUS 235 Introduction to Management W, S 5 Qtr. Hrs. Credit (5-0)
SS Evening

Principles of business management, including analysis of the methods and techniques essential to planning, organizing, leading, and controlling. Emphasis is given to procedures for coordination of objectives, policies and strategies, and plans among different levels of management, among different departments, and among subordinates within a specific department.

BUS 236 Organizational Behavior F 5 Qtr. Hrs. Credit (5-0)
F Evening

A study of the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Specific topic areas will include the formal versus informal organization, group dynamics, influencing behavior, management of conflict and change, and conceptual foundations of organizational behavior.

BUS 237 Human Resource/Personnel Management S 3 Qtr. Hrs. Credit (3-0)
W Evening

A study of the functions of personnel management including selection and placement, wage and salary administration, and employee relations programs. The role of human resource management within the company and their relation to overall company goals will also be covered.

BUS 238 Personnel Planning, Selection, & Placement F, 5 Qtr. Hrs. Credit (5-0)
S Odd Years Evening

A study of effective and legal selection and placement practices. Emphasis will be given to interviewing techniques. Discipline and firing practices will also be addressed.

BUS 239 Introduction to Marketing SS 5 Qtr. Hrs. Credit (5-0)
SS Evening

A study of marketing from a management perspective. Special emphasis is given to the marketing mix variables of development of promotion, distribution, and pricing strategies for a viable product or service.

BUS 240 Interpersonal Communication W,S 5 Qtr. Hrs. Credit (5-0)
W, S Evening

A study of the basic concepts and principles of interpersonal communication. Major topics will include self-concept, assertiveness, listening, communication styles, and conflict resolution. Experiential activities will be used such as role playing, videotaping, and feedback sessions.

BUS 241 Labor Relations W 5 Qtr. Hrs. Credit (5-0)
S Evening

A detailed study of relations with union and non-union workers. History and organizational structure will be included as will materials on unionization procedures. The process of collective bargaining will also be covered.

BUS 242 Human Resource Training & Performance Appraisal W 5 Qtr. Hrs. Credit (5-0)
SS Odd Years Evening

The study of employee training methods including a survey of methods as related to adult learning principles.

BUS 254 Machine Transcription F 3 Qtr. Hrs. Credit (2-2)
SS Evening

Development of the skill of transcribing at the microcomputer; use of dictation/transcription equipment; review of grammar, punctuation, proofreading, formatting; production of mailable transcripts. Prerequisite: BUS 118 and BUS 217.

BUS 257 Compensation and Benefits W 3 Qtr. Hrs. Credit (3-0)
F Odd Years Evening

A study of the basic concepts of pay and its role in rewarding performance. Pension plans and other benefits are also surveyed in this course.

BUS 259 Advanced Machine Transcription S 4 Qtr. Hrs. Credit (3-2)
S Odd Years Evening

Further development of the skill of transcribing at the microcomputer using dictation/transcription equipment. Emphasis will be on mailability standards and production rates expected in the workplace. Prerequisite: BUS 254

BUS 263 Human Resource Directed Practice S 2 Qtr. Hrs. Credit (0-20)
S Evening

This course provides supervised clinical learning experience in a local human resource facility. Students should be able to communicate effectively with others, accept personal responsibilities of promptness, personal neatness, and learning of departmental procedures and practices. In addition, the student should be able to apply the theories of human resource practice acquired in BUS 237, BUS 238, BUS 241, BUS 271, and BUS 273. Prerequisite: Grade of "C" or better in all core and related courses and permission of the instructor.

BUS 270 Management Project S 5 Qtr. Hrs. Credit (5-0)
S Evening

Students are assigned to project teams whose task is to develop a comprehensive plan for a new business startup. Team members will receive instruction in team building and problem-solving techniques and will be expected to apply knowledge gained in courses taken previously, especially core courses such as accounting, business finance, industrial administration, management, organizational behavior, personnel administration, and marketing. Prerequisite: BUS 212, BUS 220, BUS 234, BUS 235, BUS 236, BUS 239, or permission of the instructor.

BUS 271 Testing and Assessment S 5 Qtr. Hrs. Credit (5-0)
W Odd Years Evening

A survey of the methods and techniques of testing employees for purposes of selection, advancement, or counseling. Performance appraisal methods and techniques will also be examined.

BUS 273 Governmental Relations S 5 Qtr. Hrs. Credit (5-0)
W Odd Years Evening

A survey of the major legislation affecting the personnel function. Among the topics surveyed are OSHA, Federal wage and hour laws, and antidiscrimination statutes.

BUS 276 Advanced Accounting W 5 Qtr. Hrs. Credit (5-0)
SS Odd Years Evening

The study of specialized accounting topics at an advanced level. Emphasis upon accounting theory and external reporting, combined corporate entities and consolidations, partnerships, governmental and not-for-profit accounting, and fiduciary accounting. Prerequisite: BUS 224.

BUS 279 Auditing S 5 Qtr. Hrs. Credit (5-0)
S Even Years Evening

The study of theory and practice as related to the function of the independent auditor. Detailed emphasis upon auditing environment, code of professional conduct, legal liability, internal control, working papers and audit evidence, audit sampling, EDP aspects, audit procedures, the audit report, and management letters. Prerequisite: BUS 224 or BUS 226.

BUS 284 Process Improvement (SPC) S,SS 5 Qtr. Hrs. Credit (5-0)
S Evening

This course provides a basic introduction to the concepts of continual process improvement, the Deming management philosophy, statistical process control (SPC), and other process improvement philosophies. Focus will be placed on the practical aspects of the management philosophies and use of SPC as a problem-solving tool.

BUS 1103 Small Business Operations SS 3 Qtr. Hrs. Credit(3-0)
S Evening

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventory control, layout of equipment and offices, methods of improving business, and employer-employee relations.

BUSINESS COMPUTER PROGRAMMING

See Electronic Data Processing

CHEMISTRY

See Biology and Physics

CHM 100 Introduction to Chemistry F 5 Qtr. Hrs. Credit (4-2)
On Demand Evening

A survey of chemistry which includes a study of measurements, atomic structure, periodic classification of the elements, types of chemical reactions, compounds, bonding, solutions, writing of formulas and equations, and chemistry as it relates to everyday life. Note: Credit cannot be received for CHM 100 if credit has been received for CHM 104.

CHM 104 General Chemistry F,W 4 Qtr. Hrs. Credit (3-3)

This course covers the fundamental concepts of chemistry including atomic theory, electron configurations and the periodic chart, stoichiometry, nomenclature, molecular structure, and bonding theories. Prerequisite: High school chemistry or CHM 100. Corequisite: MAT 111.

CHM 105 General Chemistry W,S 4 Qtr. Hrs. Credit (3-3)

Topics include introduction to organic chemistry, gases and kinetic molecular theory, liquid and solid states, redox reactions, acid base theory, and solutions. Prerequisite: CHM 104.

CHM 106 General Chemistry S,SS 4 Qtr. Hrs. Credit (3-3)

Topics include: chemical thermodynamics chemical kinetics, chemical equilibrium, ionic equilibria, electrochemistry, and nuclear chemistry. Prerequisite: CHM 105.

COMPUTER ENGINEERING TECHNOLOGY

CET 111 Advanced Computer Programming Using C F 4 Qtr. Hrs. Credit (2-4)

This course presents the advanced functions of the C Language. Topics include multi-dimensional arrays, records, searching and sorting data, linked lists, stacks and queues, and the use of sequential and random access files. Other topics include proper designs, codes, tests, and debugging procedures of programs that utilize these features. Prerequisite: ELN 123 or permission of instructor.

CET 210 Computer Maintenance and Repair W 4 Qtr. Hrs. Credit (2-4)

This course introduces the proper operations of microcomputers and the procedures for maintaining and troubleshooting them. The topics include a focus on system layouts and the interconnection of memory circuits, timing circuits, central processing units, and input/output devices. Other topics include the interfacing of external devices through various ports and buses, signal paths and logic states, and various troubleshooting techniques. Troubleshooting to the board level will be stressed, which includes using diagnostic software, logic analyzers, oscilloscopes, voltmeters, and ohmmeters. Other topics include the performance of routine preventive maintenance on the microcomputer and the documentation of all procedures related to the repair of faulty equipment or the preventive maintenance routinely performed on certain equipment. Prerequisite: EGR 101, ELN 221 or permission of instructor.

CET 211 Computer Peripherals Maintenance and Repair S 4 Qtr. Hrs. Credit (2-4)

This course introduces the circuit design and operation of computer peripherals for paper and visual media and mass storage. The course discusses the maintenance and repair of computer peripherals. The topics covered include data transmission, input devices, output devices, display devices, and mass storage devices. Typical devices studied include keyboards, monitors, graphics displays, printers, plotters, digitizers, mice, and disk drives. Various types of devices will be aligned and checked. Techniques for preventative maintenance will be stressed. Prerequisite: CET 210 or permission of instructor.

CET 220 Communication Systems W 4 Qtr. Hrs. Credit (3-2)
SS Evening

This course introduces the fundamentals of data communication systems and their operation in the business and communication environment today. Data transmission in a modern telephone system will be introduced. Data communication protocols such as BISYNC and HDLC will be studied. The fundamentals of local area networks will be covered. Digital multiplexing, T-1 carrier, serial interfaces (RS-232) and modems will be covered. The usage of phase locked loops and other special integrated circuits in digital communications systems are presented. Prerequisite: ELN 122 or permission of instructor.

CET 221 Local Area Networks S 4 Qtr. Hrs. Credit (2-4)

This course introduces the fundamentals of local area networks and their operation in the business and computer environment today. Topics include the characteristics of network topologies and cabling systems, computer hardware (adding and configuring adapter cards and peripheral devices), configure software, repeaters, bridges, routers, and gateways, and installing and maintaining a LAN (hardware and software). The characteristics of a LAN will be measured using software and instrumentation. The interconnection of additional LAN will be discussed. Prerequisite: CET 220 or permission of instructor.

COMPUTER SCIENCE

CSC 120 Programming Logic with Basic F 4 Qtr. Hrs. Credit (3-2)
F Evening

This course forms the basis for all other programming courses offered by the College. Students will learn how to analyze problems for solution by computer and formulate the program logic necessary for coding computer programs. BASIC computer language utilizing microcomputers is used to apply programming logic and solve common business problems.

CSC 221 FORTRAN (Math-Science) S 5 Qtr. Hrs. Credit (3-4)

A study of the knowledge of computer programming concepts using the FORmula TRANslation (FORTRAN) language to solve problems in the fields of mathematics and science on an electronic computer system. Emphasis is placed on establishing good problem-solving techniques, flowcharting an algorithm, and coding the flowchart into computer instructions. Corequisite: MAT 112 or permission of the instructor.

CSC 229 Microcomputer Troubleshooting and Repair W 4 Qtr. Hrs. Credit (3-2)
S Evening

Microcomputer Troubleshooting Repair identifies the interior components of the microcomputer, examine the role of software diagnostics; uses guidelines for troubleshooting hard disks, floppy disk drives, parallel and serial devices, keyboards, video, and other related input/output devices. The student learns preventive maintenance, power protection, doing repairs, and replacing components to avoid service calls.

CSC 241 Beginning RPG III SS 4 Qtr. Hrs. Credit (3-2)
S Evening

A fundamental course in the RPG III language which stresses the generation of printed reports and other basic data processing activities. Prerequisite: CSC 120.

CSC 242 Intermediate RPG III F 4 Qtr. Hrs. Credit (3-2)
SS Evening

A further study in RPG III programming. Includes various types of disk files as well as RPG III enhancements. Prerequisite: CSC 241.

CSC 243 Advanced RPG III W 4 Qtr. Hrs. Credit (3-2)
F Evening

A study of advanced techniques of RPG III programming using magnetic sharpe devices. Prerequisite: CSC242..

CSC 250 Beginning COBOL SS 4 Qtr. Hrs. Credit (3-2)
W Evening

A fundamental course in COBOL programming. The COBOL language structure, statements, programming methods and techniques are studied. The student develops program logic and writes programs to solve simple business problems. Prerequisite: CSC 120.

CSC 251 Intermediate COBOL F 4 Qtr. Hrs. Credit (3-2)
S Evening

A continuation of the study of COBOL. Includes more complex COBOL coding techniques. Laboratory exercises involve developing program logic and writing programs to solve simulated industrial and business problems. Prerequisite: CSC 250.

CSC 265 Networking W 4 Qtr. Hrs. Credit (4-0)
S Evening

This course is an introduction to the concepts and principles of computer networks. Emphasis is placed on Local Area Networks (LANs). Topics covered include fundamentals of data communications, cabling, protocols, configuration, LANs, and topologies. Hands-on experience will not constitute a portion of this course.

CSC 266 Advanced Networking S 4 Qtr. Hrs. Credit (3-2)
SS Evening

This course is a continuation in the study of networks. It emphasizes the design and administration of a Local Area Network (LAN). The student will learn how to install and monitor the performance of a LAN. Hands-on experience will constitute a portion of this course.

CRIMINAL JUSTICE

CJC 101 Introduction to Criminal Justice F 5 Qtr. Hrs. Credit (5-0)
F Even Years Evening

This course is designed to provide the student with a philosophy of criminal justice, its legal limitations in our society and the primary responsibilities of the various agencies of the criminal justice system. The basic processes of criminal justice will be discussed. The student will also receive an orientation relative to job opportunities.

CJC 102 Introduction to Criminology W 5 Qtr. Hrs. Credit (5-0)
W Even Years Evening

A general course designed to introduce the student to the cause of crime and criminal deviant behavior. The course will present the problem of crime historically and the aspects of contemporary efforts designed to meet the social problems caused by criminal behavior.

CJC 103 Introduction to Corrections F 4 Qtr. Hrs. Credit (4-0)
F Odd Years Evening

An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons, and correctional institutions and parole. This course will provide a history and philosophy in the field of corrections.

Course Descriptions

CJC 110 Juvenile Justice S 5 Qtr. Hrs. Credit (5-0)
S Even Years Evening

A general survey of juvenile delinquency as an individual and social problem, theories of delinquency causation, and methods of prevention. The course will also present a general overview of the juvenile court definitions and terms; juvenile probational services relating to alternatives to juvenile incarcerations; juvenile detention services in North Carolina for those waiting for adjudication and other actions; and identification of contemporary correctional services.

CJC 115 Criminal Law S 5 Qtr. Hrs. Credit (5-0)
S Odd Years Evening

A course designed to present the concepts of criminal law and to provide a legal groundwork for those who seek to enter the criminal justice field.

CJC 130 Organization & Administration W 5 Qtr. Hrs. Credit (5-0)
W Odd Years Evening

This course will be an introduction to the principles of organization and administration. The major objective will be to provide the student with a background for understanding some basic administrative and organizational concepts as they might apply to the criminal justice system. This course will include some study of the legal aspects of administration as they may relate to prisoners' rights, speedy trial, and other relevant issues.

CJC 140 Criminal Procedures & Evidence W 5 Qtr. Hrs.Credit(5-0)
W Even Years Evening

A study of court systems and procedures from incident to final disposition including an in-depth examination of evidence and the rules governing its admissibility in a court of law.

CJC 150 Seminar in Criminal Justice S 3 Qtr. Hrs. Credit (3-0)
S Odd Years Evening

The examination of contemporary issues affecting the criminal justice profession including organized crime, labor unions, police forces, training issues, and current employment needs of agencies within the system.

CJC 210 Investigative Procedures F 5 Qtr. Hrs. Credit (5-0)
F, W Odd Years Evening

The fundamentals of criminal investigation including interrogation, case preparation, development of information and presentation in court along with specific investigative approaches to major offenses as well as technical support such as video recording and surveillance techniques.

CJC 212 Criminalistics SS 5 Qtr. Hrs. Credit (5-0)
SS Odd Years Evening

An introduction to the functions of the crime laboratory focusing on the practical aspects of handling physical evidence. Also emphasizing the proper collection, labeling and packaging of items for analysis by the laboratory. Students will participate in exercises designed to increase skill and knowledge of proper techniques regarding the processing of evidence.

CJC 222 Traffic Management & Enforcement S 5 Qtr. Hrs. Credit (5-0)
S Odd Years Evening

A study of traffic management and enforcement including the history of the present traffic problem, driver education, highway and automobile safety engineering, and administration and evaluation of enforcement units.

CJC 241 Community Relations & Ethics F 5 Qtr. Hrs. Credit (5-0)
F Even Years Evening

A study of community relations focusing on the dialogue between the community and criminal justice agencies. Ethical considersations facing criminal justice personnel when dealing with victims, suspects, and citizens will be covered.

CJC 242 Contemporary Corrections W 5 Qtr. Hrs. Credit (5-0)
W Odd Years Evening

Modern trends in custody, probation, and parole including half-way houses, intensive probation, work release, and prisons administered by private corporations will be described and evaluated.

CJC 246 Counseling S 3 Qtr. Hrs. Credit (3-0)
S Even Years Evening

The course introduces the student to various counseling and interviewing techniques used in drug, family, juvenile, and victim counseling situations.

CJC 259 Basic Law Enforcement Training On Demand 26 Qtr. Hrs. Credit (16-30)

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Law Enforcement Training Officers Certification Examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training Certification Examination mandated by the North Carolina Sheriff's Education and Training Standards Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer. The program is approximately 13 weeks for day classes and approximately 26 weeks for evening classes. This program is designed to meet the state standards to prepare the successful candidate for employment at the entry level as a municipal police officer, campus police, or deputy sheriff.

COOPERATIVE OCCUPATIONAL EDUCATION

COE 266 Plastics Manufacturing Work Experience 2 Qtr. Hrs. Credit (0-20)

Provide the student an opportunity to gain, under staff supervision, practical occupational experience as an integral part of his or her formal education. This course offers valuable experience and training which is incorporated into the student's education through on-the-job training and supervision. Students must take ORI 101 in conjunction with this course. Prerequisites: A minimum of two quarters of vocational and technical training and permission of the student's division chairman. Students are graded pass or fail.

COSMETOLOGY

COS 1001 Cosmetology I F,W,S,SS 14 Qtr. Hrs. Credit (6-24)

This course is for beginners in cosmetology. It includes an overview of hygiene and good grooming, draping, shampooing and rinsing, scalp and hair care, cosmetology law, anatomy, chemistry, nails and disorders of the nails, manicuring, and skin and disorders of the skin. The laboratory is a study of finger waving, hair styling, and hair shaping. The care and styling of wigs, permanent waving, hair coloring, chemical hair relaxing, chemical blowout, draping, shampooing and rinsing, scalp and hair care, and manicuring technqiues are performed utilizing mannequins and fellow students. Students who complete 300 hours of COS 1001 will be qualified to obain advanced student standing which allows them to render services under the supervision of an instructor to patrons of the school.

COS 1001A Cosmetology I F,W,S,SS 7 Qtr. Hrs. Credit (3-12)
Evening

This course is for beginners in cosmetology. It includes an overview of hygiene and good grooming, draping, shampooing and rinsing, scalp and hair care, and cosmetology law. The laboratory is a study of finger waving, hair styling, and hair shaping. The care and styling of wigs, permanent waving, hair coloring, chemical hair relaxing, chemical blowout, draping, shampooing and rinsing, scalp and hair care, and manicuring techniques are performed utilizing mannequins and fellow students.

COS 1001B Cosmetology I F,W,S,SS 7 Qtr. Hrs. Credit (3-12)
Evening

This course is for beginners in cosmetology. It includes a review of hygiene and good grooming, draping, shampooing and rinsing, scalp and hair care, and cosmetology law. Introduction of anatomy, chemistry, nails and disorders of the nails, manicuring, and skin and disorders of the skin. The laboratory is a study of finger waving, hair styling, and hair shaping. The care and styling of wigs, permanent waving, hair coloring, chemical hair relaxing, chemical blowout, draping, shampooing and rinsing, scalp and hair care, and manicuring techniques are performed utilizing mannequins and fellow students. Students who complete 300 hours of COS 1001A and 1001B will be qualified to obtain advanced student standing which allows them to render services under the supervision of the instructor to patrons of the school. Prerequisite: COS 1001A or equivalent.

COS 1002 Cosmetology II F,W,S,SS 14 Qtr. Hrs. Credit (6-24)

This course is for advanced students in cosmetology. It includes a study of hair shaping, finger waving, hairstyling, the care and styling of wigs, permanent waving, hair coloring, chemical hair relaxing, chemical blowout, and thermal hair straightening. It also gives a more in-depth study of materials covered in COS 1001. Laboratory techniques are practiced to develop skills and to understand techniques using live models for supervised performance. Laboratory practices are in the areas of professional ethics, sterilization and sanitation, draping, shampooing, and rinsing, scalp and hair care, hair shaping, finger waving, hair styling, the care and styling of wigs, permanent waving, and hair coloring.

COS 1002A Cosmetology II F,W,S,SS 7 Qtr. Hrs. Credit (3-12)
Evening

This course is for advanced students in cosmetology. It includes a study of hair shaping, finger waving, hairstyling, the care and styling of wigs, and permanent waving. It also gives a more in-depth study of materials covered in COS 1001. Laboratory techniques are practiced to develop skills and to understand techniques using live models for supervised performance. Laboratory practices are in the areas of professional ethics, sterilization and sanitation, draping, shampooing and rinsing, scalp and hair care, hair shping, finger waving, hair styling, the care and styling of wigs, permanent waving, and hair coloring. Prerequisite: COS 1001 or equivalent.

COS 1002B Cosmetology II F,W,S,SS 7 Qtr. Hrs. Credit (3-12)
Evening

This course is for advanced students in cosmetology. It includes a review of hair shaping, finger waving, hairstyling, the care and styling of wigs, permanent waving, and introduction to hair coloring, chemical hair relaxing, chemical blowout, and thermal hair straightening. It also gives a more in-depth study of materials covered in COS 1001. Laboratory techniques practiced to develop skills and to understand techniques using live models for supervised performance. Laboratory practices are in the areas of professional ethics, sterilization and sanitation, draping, shampooing and rinsing, scalp and hair care, hair shaping, finger waving, hair styling, the care and styling of wigs, permanent waving, and hair coloring. Prerequisite: COS 1002A or equivalent.

COS 1003 Cosmetology III F,W,S,SS 14 Qtr. Hrs. Credit (6-24)

This course includes classroom study in thermal straightening, wigs, manicuring, nails/disorders, unwanted hair, electricity, and salon business. Materials covered in COS 1001-COS 1002 are reviewed. Laboratory practices in permanent waving, hair styling, hair shaping, sanitation and sterilization are included. Nail care and manicuring are emphasized. Prerequisite: COS 1002 or equivalent.

COS 1003A Cosmetology III F,W,S,SS 7 Qtr. Hrs. Credit (3-12)
Evening

This course includes classroom study in thermal straightening, wigs, manicuring, nails/disorders, management, and cosmetology law. Materials covered in COS 1001-COS 1002 are reviewed. Laboratory practices in permanent waving, hair styling, hair shaping, sanitation and sterilization are included. Prerequisite: COS 1002 or equivalent.

COS 1003B Cosmetology III F,W,S,SS 7 Qtr. Hrs. Credit (3-12)
Evening

This course includes classroom study in unwanted hair, electricity, salon business. The study of nails and manicuring is emphasized. Materials covered in COS 1003A are reviewed. Laboratory practices in permanent waving, hair styling, hair shaping, sanitation and sterilization are included. Prerequisite: COS 1003A or equivalent.

COS 1004 Cosmetology IV F,W,S,SS 14 Qtr. Hrs. Credit (6-24)

This course includes classroom study in massage, facials, skin/disorders, anatomy, chemistry. Materials covered in COS 1100-COS 1300 are reviewed. Laboratory practices in permanent waving, hair styling, hair shaping, sanitation and sterilization are included.

COS 1004A Cosmetology IV F,W,S,SS 7 Qtr. Hrs. Credit (3-12)
Evening

This course includes classroom study in massage, facials, makeup, skin/disorders. Materials covered in COS 1001-COS 1003 are reviewed. Laboratory practices in permanent waving, hair styling, hair shaping, sanitation and sterilization are included. Prerequisite: COS 1003 or equivalent.

COS 1004B Cosmetology IV F,W,S,SS 7 Qtr. Hrs. Credit (3-12)
Evening

This course includes classroom study in anatomy and chemistry. Materials covered in COS 1003A & B are reviewed. Laboratory practices in permanent waving, hair styling, hair shaping, sanitation and sterilization are included.

COS 1005 Cosmetology V F,W,S,SS 10 Qtr. Hrs. Credit (0-30)

This class is designed for the student who wishes to qualify for licensing by North Carolina State Board of Cosmetic Arts requiring 1500 hours of school. Students work on strengthening skills in human relations, salesmanship, and making professional decisions relating to customer services. Prepares for salon work through the study of new trends in hair styling, new product knowledge and application. Prerequisite: COS 1004 or equivalent.

COS 1005A Cosmetology V F,W,S,SS 5 Qtr. Hrs. Credit (0-15)
Evening

This class is designed for the student who wishes to qualify for licensing by North Carolina State Board of Cosmetic Arts requiring 1500 hours of school. Students work on strengthening skills in human relations, salesmanship, and making professional decisions relating to customer services. Prepares for salon work through the study of new trends in hair styling, new product knowledge and application. Prerequisite: COS 1004 or equivalent.

COS 1005B Cosmetology V F,W,S,SS 5 Qtr. Hrs. Credit (0-15)
Evening

This class is designed for the student who wishes to qualify for licensing by North Carolina State Board of Cosmetic Arts requiring 1500 hours of school. Students work on strengthening skills in human relations, salesmanship, and making professional decisions relating to customer services. Prepares for salon work through the study of new trends in hair styling, new product knowledge and application. Prerequisite: COS 1005A or equivalent

DATA PROCESSING

See Electronic Data Processing

DRAFTING

DFT 101 Engineering Drawing F 4 Qtr. Hrs. Credit (2-4)
On Demand Evening

Introduction to the field of engineering drawing as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, and orthographic instrument drawing. Computer aided drafting (CAD) included.

DFT 102 Engineering Drawing W 4 Qtr. Hrs. Credit (2-4)
On Demand Evening

The application of orthographic projection principles to the more complex drafting problems. Primary and secondary auxiliaries, simple and successive revolution, shop processes, tolerancing, threads, fasteners and springs are included. Introduction to detail and assembly drawing with dimensioning practices approved by the United States of American Standards Institute. Continuation of CAD. Prerequisite: DFT 101 or DFT 1101 or permission of instructor.

DFT 106 Computer Aided Drafting W,S 2 Qtr. Hrs. Credit (1-2)
W Evening

An introduction to computer-aided drafting that includes computer generation and basic drafting techniques. Operation of the CAD system is emphasized. Prior knowledge of drafting is required.

DFT 107 Computer Aided Drafting S 2 Qtr. Hrs. Credit (1-2)
SS Evening

A continuation of DFT 106. Students will learn the intermediate AutoCAD operation for 2D drawing and isometrics drawing. Prerequisite DFT 106 or permission of instructor.

DFT 108 Computer Aided Drafting SS 2 Qtr. Hrs. Credit (1-2)

A continuation of DFT 107. Students will learn the advanced AutoCAD 2D drawing and 3D drawing. Model space, paper space, and external references are included in the study. Prerequisite: DFT 107 or permission of instructor.

DFT 109 Computer Aided Drafting On Demand 2 Qtr. Hrs. Credit (1-2)

A continuation of the study of Computer Aided Drafting (CAD). Students will learn the techniques of 3D drawing with specific commands and methods and learn to create drawings from a 3D model with necessary size, units, and scale. Prerequisite: DFT 108 or permission of instructor.

DFT 110 CAD for Electronics F,SS 2 Qtr. Hrs. Credit (1-3)
F Odd Years Evening

This course teaches the use of computer-aided drafting software for electronic technicians. The course will include both general-purpose CAD software for producing presentation-quality layouts and schematics and a schematic CAD package that produces working circuit drawings and netlists. In addition, a PC-board layout program will be introduced.

DFT 111 Design and Construction W 2 Qtr. Hrs. Credit (1-3)
SS Evening

This course introduces students to the principles of mechanical design and construction of simple electronic projects. Skills taught include soldering of terminals, wires, component leads, PC boards, and SMT devices; basic chassis and breadboard layout; sketching of schematics and chassis designs, and panel lettering.

DFT 211 Mechanisms SS 4 Qtr. Hrs. Credit (3-2)

Mathematical and drafting room solutions of problems involving the principles of machine elements. Study of motions of linkages, velocities, and accelerations of points within a link mechanism; layout methods for designing cams, belts, pulleys, gears, and gear trains. CAD included. Prerequisite: DFT 101 or DFT 1101.

DFT 1101 Drafting - Mechanical F 7 Qtr. Hrs. Credit (4-9)

Introduction to the field of engineering drawing as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, and orthographic instrument drawing. Computer aided drafting (CAD) included.

DFT 1101A Drafting - Mechanical 3 Qtr. Hrs. Credit (2-3)
F Evening

The first in the sequence of drafting courses that introduce the student to the drawing principles and practices for print reading and describing objects in graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, free-hand orthographic and pictorial sketching, geometric construction, and orthographic instrument drawing. DFT 1101A, DFT 1101B, and DFT 1101C are equivalent to DFT 1101.

DFT 1101B Drafting - Mechanical 2 Qtr. Hrs. Credit (1-3)
W Evening

A continuation of DFT 1101A. DFT 1101A, DFT 1101B, and DFT 1101C are equivalent to DFT 1101. Orthographic projection and multiview drawing are emphasized. Prerequisite: DFT 1101A or permission of instructor.

DFT 1101C Drafting - Mechanical 2 Qtr. Hrs. Credit (1-3)
S Evening

A continuation of DFT 1101B. DFT 1101A, DFT 1101B, and DFT 1101C are equivalent to DFT 1101. Multiview drawing and AutoCAD are included. Prerequisite: DFT 1101B or permission of instructor.

DFT 1102 Drafting - Mechanical W 8 Qtr. Hrs. Credit (4-12)

The application of orthographic projection principles to the more complex drafting problems. Primary and secondary auxiliaries, simple and successive revolutions, shop processes, tolerancing, threads, fasteners, and springs are included. Introduction to detail and assembly drawings with dimensioning practices approved by the Untied States of America Standards Institute. Continuation of CAD. Prerequisite: DFT 1101 or DFT 101 or permission of instructor.

DFT 1102A Drafting - Mechanical SS 2 Qtr. Hrs. Credit (1-3)

The application of orthographic projection principles to more complex drafting problems. Simple and successive revolutions, shop processes, and tolerancing are included. Introduction to detail and assembly drawing with dimensioning practices approved by the United States of America Standards Institute. Majority of drawing done using CAD. Prerequisite: DFT 1101 or DFT 1101C.

DFT 1102B Drafting - Mechanical On Demand 6 Qtr. Hrs. Credit (3-9)

A continuation of 1102A. Additional topics such as primary and secondard auxillaries, threads, fasteners, and springs, and additional CAD applications will be covered. DFT 1102A and DFT 1102B are equivalent to DFT 1102. Prerequisite: DFT 1102A.

DFT 1103 Drafting - Mechanical S 6 Qtr. Hrs. Credit (4-6)

Applications and construction of charts, graphs, and nomographs in engineering the technical data. Axonometric and oblique projections, perspective, an intersection and developments of various types of geometric objects. Also covers basic mechanisms of motion transfer, gears and cams, with drawings to emphasize methods of specifying, calculating, dimensioning, and delineating. Continuation of CAD. Prerequisite: DFT 1101 or DFT 101.

DFT 1104 Drafting - Mechanical SS 8 Qtr. Hrs. Credit (5-9)

A continuation of mechanical drafting studies with principles of design and drafting related to welding, piping, structural shapes, sheet metal, gears, and cams. Assemblies of various mechanical components into working drawings. Continuation of CAD. Prerequisite: DFT 1103.

DFT 1112 Descriptive Geometry SS 3 Qtr. Hrs. Credit (2-3)

Graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Stress on practical design problems with analytical verification where applicable. Stress on visualization of every problem. Continued studies in CAD. Prerequisite: DFT 1101 or DFT 101 or permission of instructor.

DFT 1113 Blueprint Reading: Mechanical I F,S 2 Qtr. Hrs. Credit (1-2)
F Evening

Interpretation and reading of blueprints. Information on the basic principles of the blueprint, lines, views, dimensioning procedures, and notes.

DFT 1114 Blueprint Reading: Mechanical II W 2 Qtr. Hrs. Credit (1-2)

Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information, and processes. Prerequisite: DFT 1113 or permission of instructor.

DFT 1115 Blueprint Reading: Mechanical III S 2 Qtr. Hrs. Credit (1-2)

Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanisms for features of fabrication, construction, and assembly. Prerequisite: DFT 1113 or permission of instructor.

DFT 1116 Blueprint Reading: Air Conditioning S 2 Qtr. Hrs. Credit (1-2)
W Evening

A specialized course in small structure blueprint reading for the heating/air conditioning student. Emphasis will be placed on reading of blueprints that are common to the building trades, symbols, dimensioning practices, detailed structural drawings, and floor plans.

DFT 1117 Blueprint Reading: Welding SS 2 Qtr. Hrs. Credit (1-2)
W Evening

Interpretation and readings of blueprints in welding. Information on the basic principles of welding blueprints such as dimensioning, procedures, and notes will be introduced.

ECONOMICS

ECO 201 Economics F, W, S, SS 3 Qtr. Hrs. Credit (3-0)
F,W Evening

Introduction to the study of economics including the methodology of economics, markets and prices, national income and output, money, banking, and stabilization policy.

ECO 202 Economics F, W, S, SS 3 Qtr. Hrs. Credit (3-0)
W,S Evening

A continuation of the study of money, banking, and stabilization policy; the study of consumer behavior; and the theory of the business firm. Prerequisite: ECO 201.

ECO 203 Economics F, W, S, SS 3 Qtr. Hrs. Credit (3-0)

A continuation of the study of economics, including the distribution of income, economic growth, the role of government, international trade, and currency exchange rates. Prerequisite: ECO 202.

ELECTRONIC DATA PROCESSING

EDP 101 Introduction to EDP F 4 Qtr. Hrs. Credit (3-2)
F Evening

An introductory course in electronic data processing which includes thorough descriptions of computer hardware, software, and programming languages. The most common uses for computers and data processing, introductory concepts for systems analysis and design, operating systems and data communications, and current computer issues will also be covered.

EDP 130 C Language S 4 Qtr. Hrs. Credit (3-2)
SS Evening

A fundamental course in C Language which places emphasis on structured logic, operators, control of statement execution, and functions. The student will develop computer programs to solve common business programs. Prerequisite: CSC 120 or permission of instructor.

EDP 140 Windows W, S 4 Qtr. Hrs. Credit (3-2)
W, SS Evening

A fundamental course in the Windows environment. The student will learn to manipulate the graphical user interface to run applications such as word processors, spreadsheets, file managers, and graphics. The student will also learn other aspects of Windows, such as how to create icons and access calendar functions.

EDP 150 Automated Accounting S 3 Qtr. Hrs. Credit (1-4)
S, SS Evening

Students will learn about computerized accounting principles through hands-on experience in integrating accounting with other business applications such as spreadsheets. The software used includes accounts receivable, accounts payable, voucher system, fixed assets, payroll, statement analysis, and system setup. Prerequisite: BUS 211

EDP 200 Microcomputer Utilization F,W,S,SS 3 Qtr. Hrs. Credit (1-4)
F,W,S,SS Evening

Students will receive instruction in the most frequently used software on the microcomputer, including a data base management system, a spreadsheet program, a word processing system, and other software packages.

EDP 210 Spreadsheet F,W,S,SS 3 Qtr. Hrs. Credit (1-4)
F,W,S,SS Evening

Students learn to use an integrated software package to design and produce electronic spreadsheets, create professional looking graphics, develop data bases, and prepare reports drawn from the spreadsheet data.

EDP 211 Information Processing F,S,SS 4 Qtr. Hrs. Credit (3-2)
SS Evening
S Even Years Evening

A study of the concepts of word processing combined with hands-on experience using a word processing package on the microcomputer; designed for non-secretarial majors.

EDP 214 Data Communications S 4 Qtr. Hrs. Credit (3-2)

A study of the essential hardware and software required for data communications. The course covers modems, data communication lines, and networks. Interaction between various software packages, such as LOTUS 1-2-3 and DBASE III, will be taught. Prerequisite: EDP 256, EDP 210.

EDP 215 Advanced Spreadsheet SS 4 Qtr. Hrs. Credit (3-2)
F,SS Evening

A continuation of EDP 210, Spreadsheet. This course emphasizes the use of macros to program spreadsheet, data base, and graphic applications using menus of an integrated software program. It also provides practice in advanced functions including financial, logical, string, and special functions. Prerequisite: EDP 210.

EDP 216 Microcomputer Graphics W, S 4 Qtr. Hrs. Credit (3-2)
S Evening

This course is designed to familiarize the student with the fundamental concepts and operations of a graphics package. Topics covered include pie charts, bar charts, line charts, and graphics report generation.

EDP 230 Disk Operating Systems F,W 4 Qtr. Hrs. Credit (3-2)
F, W Evening

Using a tutorial text, the student practices the use of the commands available in PC-DOS and related operating systems and utilities to: configure and control the microcomputer system; create, edit, and manage files and directories; build and automate screen menus; and recover from errors.

EDP 235 Systems Utilities F 4 Qtr. Hrs. Credit (3-2)
F Evening

An introduction to operator control language (OCL) and to some system utility programs. Prerequisite: CSC 241 or CSC 250.

EDP 247 Systems Analysis W 4 Qtr. Hrs. Credit (4-0)
W Evening

A study of systems analysis techniques beginning with the exploration of user requirements and the methods of translating these requirements into information processing systems. Prerequisite: CSC 120.

EDP 256 Data Base Management W,S,SS 4 Qtr. Hrs. Credit (3-2)
F, SS Evening

This course provides an operational knowledge of data base management system concepts and terminology. A specific data base management system is used to study installation, file creation, data input and retrieval, indexing, sorting, and report generation.

EDP 257 Advanced Data Base F,W 4 Qtr. Hrs. Credit (3-2)
W Evening

A study of a data base management system, including structural design and programming techniques. Topics covered include command modules, screen formats, file maintenance, and special printing effects. Prerequisite: EDP 256

EDP 258 Data Processing Project S 4 Qtr. Hrs. Credit (1-6)
SS Evening

The student will design, develop, and test an information processing application while studying techniques of systems analysis. Prerequisite: EDP 247 and CSC 243, Business Computer Programming; EDP 247 and EDP 257 (microcomputer systems technology).

EDUCATION

EDU 100 Child Day Care F 2 Qtr. Hr. Credit (2-0)

Introduction to the field of child day care. Content will focus on licensing, employment opportunities, historical and current developments in the field, and characteristics of high quality programs and personnel. The course will develop the knowledge and skills needed for observing and planning activities for young children.

EDU 102 Introduction to Child Development F 3 Qtr. Hrs. Credit (2-3)

Introduction to child growth, development, and guidance. Study of terminology, explanations of development, categories, ages, and stages of development. Laboratory experiences will focus on observing, recording, and interpreting milestones of development and behavior in children and parent/teacher guidance of child behavior.

EDU 102A Lecture only F 2 Qtr. Hrs. Credit (2-0)

See course description above. Prerequisite: Permission of the instructor.

EDU 102B Lab only F 1 Qtr. Hr. Credit (0-3)

See course description above. Prerequisite: Permission of the instructor.

EDU 103 Caring for Children F 3 Qtr. Hrs. Credit (2-3)

Introduction to the basics of caregiving and the guidance of children during activities. Lab experiences will focus on observing and participating in caregiving activities and learning experiences with children from birth to young school age. Emphasis is given to providing for the basic health and safety of children and promoting their development.

EDU 103A Lecture only F 2 Qtr. Hrs. Credit (2-0)

See course description above. Prerequisite: Permission of the instructor.

EDU 103B Lab only F 1 Qtr. Hr. Credit (0-3)

See course description above. Prerequisite: Permission of the instructor.

EDU 105 Child Care Credential I F 3 Qtr. Hrs. Credit (3-0)

This course provides the first half of instruction necessary to qualify for the N.C. Child Care Credential. It will focus on the personal and professional growth of the child care worker, child growth and development from birth through age 12, and the child's culture, home life, and community. (The student will need to have access to a child care environment for observation.)

EDU 106 Child Care Credential II W 3 Qtr. Hrs. Credit (3-0)

This course provides the second half of instruction necessary to qualify for the N.C. Child Care Credential. It will focus on health, safety and sanitation standards, positive guidance, and promoting development through the child's learning environment. (The student will need to have access to a child care environment for observations.)

EDU 121 Child Development I W 4 Qtr. Hrs. Credit (3-3)

Basic terminology and concepts in the growth and sequence of development. A detailed study of prenatal and infant-toddler development through the first two years of life. Prerequisite: EDU 102 or permission of the instructor.

EDU 122 Child Development II S 4 Qtr. Hrs. Credit (3-3)

A detailed study of the developmental sequence during the preschool period, ages 2 to 6 years. Emphasis is given to factors influencing development; the importance of experiences in establishing patterns of behavior, attitudes, and interpersonal skills; language usage; and the relationship of early childhood to later realization of potential. Laboratory experience will provide students observation of children aged 2 years to 5 years and participation in caregiving routines. Prerequisite: EDU 121 or permission of instructor.

EDU 124 Human Interaction W 3 Qtr. Hrs. Credit (3-0)

A study of human behavior, personality, and communication styles. Focus will be aimed at raising student awareness of their behavior and how it serves as a role model for children and their parents.

EDU 125 Working with Preschoolers S 4 Qtr. Hrs. Credit (3-3)

Study of preschoolers' behaviors and techniques for conducting activities to promote desirable behaviors. Laboratory experiences will provide opportunities to develop observation skill, effective guidance techniques and skill in planning and conducting activities with children. Prerequisites: EDU 100 and 103.

EDU 126 Language Arts W 4 Qtr. Hrs. Credit (3-3)

Study of the development of communication skills in young children, theory and classroom methodology, resource selection and usage. Laboratory experiences will provide opportunities to observe and record children's language and observe and conduct planned activities to promote language development. Prerequisite: EDU 100.

EDU 127 Care of Infants & Toddlers S 4 Qtr. Hrs. Credit (3-3)

Study of purposes and principles of group care for children from birth to 24 months of age. Programming, planning, administration, staffing, and developmental considerations will be emphasized. Laboratory experience will include study of children of this age and their care in group settings. Prerequisites: EDU 100 and 103.

EDU 129 Science for Children SS 4 Qtr. Hrs. Credit (3-3)

Study of the scientific facts, concepts, and phenomena that are interesting to preschool and primary grade school children including plants, animals, light, color, sound, weather, water, and magnets. Laboratory experiences provide opportunities to prepare and carry out simple experiments with young children. Prerequisite: EDU 100.

EDU 136 Children's Literature F 4 Qtr. Hrs. Credit (3-3)

Study of literature appropriate for young children along with the various categories of children's literature. Practical attention will be given to the selection, usage, and evaluation of materials. Laboratory experiences provide opportunities to observe and conduct planned literature activities. Prerequisite: EDU 126 or permission of instructor.

EDU 140 Family in the Community F 3 Qtr. Hrs. Credit (3-0)

Study of community agencies concerned with physical and mental health in families, socioeconomic problems, and education for child-rearing.

EDU 145 School Age Child Care S 3 Qtr. Hrs. Credit (3-0)

Study of the developmental sequence during the school age/middle childhood years and appropriate programming for child day care. Corequisite: EDU 122 or permission of instructor.

EDU 151 Motor Development in Children W 4 Qtr. Hrs. Credit (3-3)

A course which focuses on designing appropriate play activities to enhance a young child's motor development. Activities will be planned to develop fine and gross motor skills, coordination, and balance. Prerequisite: EDU 100 or permission of the instructor.

EDU 221 Exceptional Children S 4 Qtr. Hrs. Credit (3-3)

A study of children with developmental variations requiring modification in activities. Consideration is given to recognition of problems, community resources, and appropriate activities for the child with special personality, behavior, or physical needs. Prerequisite: EDU 122 or by permission of the instructor.

EDU 222 Parent Education F 3 Qtr. Hrs. Credit (3-0)

Study of ways parents can be involved in the child development center, of the purposes and value of home contact, and of techniques for reporting child progress to parents. The role of the early childhood specialist in aiding parents in guidance of the child's development is emphasized. Students will develop and role play programs for presentation to parents of preschool children.

EDU 223 Enrichment Activities F 6 Qtr. Hrs. Credit (3-9)

Individual and group exploration of activities and media for promoting development of children, with emphasis on math, social studies and special materials. Laboratory experience provides opportunities to plan and conduct activities using a variety of materials and media. Prerequisite: EDU 125 or permission of the instructor.

EDU 226 Child Day Care Management W 3 Qtr. Hrs. Credit (3-0)

A study of planning and administration of appropriate programs for the care and education of young children. This course meets the North Carolina day care requirements of child day care administrators. Prerequisite: Permission of the instructor.

EDU 240 Guidance W 4 Qtr. Hrs. Credit (3-3)

Study of prosocial and antisocial behavior in children. Guidance techniques including role-playing and problem-solving are explored and laboratory experiences provide opportunities to observe, and practice these techniques. Prerequisite: EDU 125.

EDU 241 Play Settings and Activities W 6 Qtr. Hrs. Credit (3-9)

Study of play in the curriculum of preschool and primary children. Laboratory experiences provide opportunities to observe, guide, and conduct play in the classroom. Prerequisite: EDU 223 or permission of the instructor.

EDU 263 Seminar Practicum S 4 Qtr. Hrs. Credit (3-10)

Study of methods to use in collecting data and reporting assessment of preschoolers' development and study of skills needed for securing and maintaining employment. Content of education courses is used as students prepare and conduct a weekly plan and prepare an evaluation report on a child as part of the laboratory experience. Prerequisite: EDU 241.

EDU 1200 Supervised Lab SS 6 Qtr. Hrs. Credit (3-9)

An intensive laboratory experience for vocational curriculum students designed to provide opportunity for refinement of skill in working with groups of young children. Prerequisite: EDU 125.

ELECTRICITY

ELC 101 Direct Current W 4 Qtr. Hrs. Credit (2-6)
W Odd Years Evening

This course is a study of the fundamental concepts of direct current electricity utilizing applications and calculations of current, voltage, resistance, and power rules in electric circuits. Emphasis is placed on construction of DC circuits and using test equipment to verify electrical principles learned in class.

ELC 102 Alternating Current S 2 Qtr. Hrs. Credit (2-4)
S Odd Years Evening

This course presents the fundamental concepts of alternating current flow, reactance, impedance, phase, angle, power, and resonance. Emphasis is placed on analysis of AC circuits and lab experiments are used to reinforce concepts introduced in class. Prerequisite: ELC 101 or instructor permission.

ELC 103 Basic Wiring Practices I W 4 Qtr. Hrs. Credit (2-6)
F Even Years Evening

This course provides instruction in the identification and safe use of the tools and materials common to electrical installations. Topics include: National Electrical Code, electrical blueprint reading, planning, layout, and the installation of electrical distribution equipment, lighting, overcurrent protection, conductors, branch circuits, and conduits. Practical laboratory experiences will be used to reinforce topics covered in the classroom.

ELC 104 Basic Wiring Practices II S 6 Qtr. Hrs. Credit (3-9)
W Even Years Evening

This course is intended to add to the student's knowledge of electrical tools, materials, and test equipment. The focus in this course will be on application of skills and techniques learned in Basic Wiring Practices I through the use of shop experiences. Electrical job site and industrial safety will be stressed throughout the course. The use and understanding of the National Electrical Code with regard to specific applications will be introduced. Prerequisite: ELC 103 or instructor permission.

ELC 106 National Electrical Code SS 4 Qtr. Hrs. Credit (4-0)
S Even Years Evening

This course provides instruction in the use and interpretation of the National Electric Code. Emphasis will be placed on solving practical field problems by interpreting specific articles, using tables, and performing code calculations to ensure safe installations. Prerequisite: ELC 103 or permission of instructor.

ELC 107 Industrial Control Fundamentals W 5 Qtr. Hrs. Credit (3-6)
SS Odd Years Evening

The course covers the fundamental concepts of industrial motor control systems and their installation. Topics include: electro-mechanical devices, schematics and wiring diagrams, relay ladder logic, solid state devices, motors and controllers, National Electrical Code requirements, and wiring techniques. Prerequisite: ELC 102 or instructor permission.

ELC 108 Electrical Blueprints and Schematics S 3 Qtr. Hrs. Credit (3-0)
S Odd Years Evening

The interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for residential, commercial, and industrial buildings is presented. Sketching schematics and diagrams, electrical symbols, and notes according to the applicable codes will be a part of this course. Prerequisite: ELN 103, ELC 101, or instructor permission.

ELC 110 Commercial and Industrial Wiring SS 9 Qtr. Hrs. Credit (5-12)

This course provides instruction in the layout, planning, and installation of wiring systems in commercial and industrial facilities. Emphasis will be placed on blueprint reading, the related National Electrical Code articles, and the installation of typical commercial and industrial wiring systems. Among the topics to be covered in class and reinforced by lab experiences are: conduit bending and installation, commercial and industrial wiring methods, electrical energy efficiency, raceways, and motor and controller installations. Prerequisite: ELC 104 or instructor permission.

ELC 110A Commercial and Industrial Wiring, Part A 4 Qtr. Hrs. Credit (2-6)
SS Even Years Evening

The first portion of ELC 110, this course provides instruction in the layout, planning, and installation of wiring systems in commercial and industrial facilities. Emphasis will be placed on blueprint reading, the related National Electrical Code articles, and the installation of typical commercial and industrial wiring systems. Among the topics to be covered in class and reinforced by lab experiences are: conduit bending and installation, commercial and industrial wiring methods, electrical energy efficiency, raceways, and motor and controller installations. Prerequisite: ELC 104 or instructor permission.

ELC 110B Commercial and Industrial Wiring, Part B 5 Qtr. Hrs. Credit (3-6)
F Odd Years Evening

A continuation of ELC 110A, this course provides instruction in the layout, planning, and installation of wiring systems in commercial and industrial facilities. Emphasis will be placed on blueprint reading, the related National Electrical Code articles, and the installation of typical commercial and industrial wiring systems. Among the topics to be covered in class and reinforced by lab experiences are: conduit bending and installation, commercial and industrial wiring methods, electrical energy efficiency, raceways, and motor and controller installations. Prerequisite: ELC 110A or instructor permission.

ELC 111 Programmable Controllers W,SS 4 Qtr. Hrs. Credit (3-2)
F,SS Odd Years Evening

A study of programmable controllers used in electromechanical systems. Topics include: instruction of machine controls and process operation by implementing specific functions such as control logic, sequencing, timing, counting, and arithmetic operations.

ELC 203 Electromechanical Troubleshooting S 4 Qtr.Hrs. Credit (2-4)

This course is to broaden the experience of the student in the electrical and mechanical systems used in today's industries. Problems involving various types of interfacing, operation, and control will be studied. A wide based survey in everyday manufacturing problems and solutions will be conducted. Prerequisites: ELC 202, MEC 235.

ELC 204 Programmable Logic Controller Applications W 6 Qtr. Hrs. Credit (2-12)
S Even Years Evening

This course is designed to take up where the introductory course on programmable logic controllers left off. It will cover PLC in-depth programming, with an emphasis on instruction sets, advanced programming techniques, networking, communications, word and file moves, sequencers, and analog to digital and digital to analog conversions. The course is designed to be extensively "hands-on," and typical programs used in industry will be used as instruction tools. Prerequisite: ELC 111 or instructor permission.

ELC 205 Troubleshooting and Maintenance S 5 Qtr. Hrs. Credit (3-6)
SS Evening

This course is designed to give the student the basic theory of troubleshooting and maintenance, and the special skills to troubleshoot and maintain electrical equipment found in commercial and industrial locations. Lab emphasis will be on use of PLCs for troubleshooting, maintenance theory, predictive and preventative maintenance, electrical equipment, and maintenance documentation. Prerequisite: ELN 101 or instructor permission.

ELC 1121 Electrical Machines S On Demand 6 Qtr. Hrs. Credit (5-3)

A study of electrical machines and their control systems. The topics included are direct and alternating-current motors, generators, and alternators.

ELC 1121A Electrical Machines S 4 Qtr. Hrs. Credit (3-3)
S Evening

A study of electrical machines and their control systems. The topics included are direct and alternating-current motors, generators, and alternators. ELC 1121A and ELC 1121B are equivalent to ELC 1121.

ELC 1121B Electrical Machines On Demand 2 Qtr. Hrs. Credit (2-0)

A continuation of ELC 1121A. ELC 1121A and ELC 1121B are equivalent to ELC 1121. Prerequisite: ELC 1121A.

ELC 1150 Basic Electricity F 3 Qtr. Hrs. Credit (2-2)
W Evening

A study of the basic electrical principles and components needed for troubleshooting electrical circuits. Study includes OHM's law, AC & DC transformers, test instruments, and safety.

ELC 1151 Applied Wiring Diagrams F 2 Qtr. Hrs. Credit (2-0)
S Evening

Common electrical control components with an emphasis on their function in a control circuit and the symbols utilized to identify them in wiring diagrams. Students will learn how to read wiring diagrams in order to identify and diagnose and repair component malfunctions in an electrical control system.

ELECTRONICS

ELN 102 Electronic Systems Applications W 4 Qtr. Hrs. Credit (3-3)
W Odd Years Evening

A continuation of ELN 103. This course considers vacuum tube and solid state circuits in greater detail and provides an introduction to bipolar and field-effect transistor amplifiers. An understanding of Class A, B, and C operation is presented with an emphasis on Class A. Prerequisite: ELN 103.

ELN 103 Introduction to Electronics F 5 Qtr. Hrs. Credit (3-4)
F Odd Years Evening

A qualitative presentation of the principles of electronics, intended to provide an overview of electronic components, circuits, and instruments. Topics include static electricity, Ohm's law, magnetism, elementary concepts of alternating current, inductors, transformers, and capacitors. Also sufficient vacuum tube and solid state theory will be introduced to enable the operation of simple power supplies and amplifiers to be understood.

ELN 111 DC Circuits F,S 4 Qtr. Hrs. Credit (3-3)
S Odd Years Evening

A systematic, quantitative study of the properties of DC circuits. Topics include Ohm's law, series and parallel circuits, DC measuring instruments, energy and power, Kirchhoff's laws, batteries, and DC network analysis. Corequisite: MAT 111 and ELN 103.

ELN 112 DC/AC Circuits W,SS 4 Qtr. Hrs. Credit (3-3)
SS Even Years Evening

A continuation of ELN 111. Topics include quantitative aspects of magnetism, inductance, capacitance, time constants, the analysis of AC waveforms, transformers, and AC analysis of RC and RL circuits. Corequisite: MAT 112. Prerequisite: ELN 111.

ELN 113 AC Circuits S 4 Qtr. Hrs. Credit (3-3)
S Even Years Evening

A continuation of ELN 112. This course treats AC circuits that contain reactive components. Topics include complex numbers, phasors, voltage and current relationships in LRC circuits, complex impedance, resonance, and elementary filter theory. Prerequisite: ELN 112 and MAT 112.

ELN 119 Programming for Electronics SS 3 Qtr. Hrs. Credit (2-3)
SS Even Years Evening

Introduces the student to applications of the personal computer for electronics technicians. Includes DOS, familiarization and experience using a structured programming language, computerized circuit analysis, and a spreadsheet program. Programming examples and assignments include topics such as electrical networks, transistor biasing arrangements, and AC circuit analysis. Prerequisite: ELN 102 or permission of instructor.

ELN 121 Digital Electronics I F 4 Qtr. Hrs. Credit (3-2)
F Even Years Evening

An introductory study of digital electronics. Topics include binary numbers, basic logic gates, combinational circuits, Karnaugh mapping, decoders, encoders, and multiplexers. Corequisite: ELN 103.

ELN 122 Digital Electronics II W 4 Qtr. Hrs. Credit (3-3)
W Even Years Evening

A continuation of ELN 121. Topics include basic sequential circuits such a flip-flops, counters, and shift registers. Complete digital systems, including memory devices and display systems, are discussed. Prerequisite: ELN 121.

ELN 123 Microprocessors S,SS 4 Qtr. Hrs. Credit (3-3)
S Even Years Evening

An introductory study of microprocessor architecture, machine language programming, and assembly language programming. Emphasis is placed on understanding the software operation of a typical microprocessor. Prerequisite: ELN 122.

ELN 201 Semiconductor Devices & Circuits S 4 Qtr. Hrs. Credit (3-3)
SS Odd Years Evening

Introduction to industrial solid-state devices, including power, bipolar transistors, MOSFETS, unijunction transistors, IGBT's and thyristors. Also introduces simple circuits in which these devices are used. Prerequisite: ELN 102.

ELN 211 Operational Amplifiers I F 4 Qtr. Hrs. Credit (3-3)
W Odd Years Evening

A study of the properties, specifications, and applications of operational amplifiers and analog integrated circuits. Topics include the analysis and design of basic op amp circuits, applications of op amps in regulated power supplies, the use of three-terminal regulators, and the properties and applications of Norton amplifiers. Prerequisite: ELN 201.

ELN 212 Operational Amplifiers II W 4 Qtr. Hrs. Credit (3-3)
SS Odd Years Evening

A continuation of ELN 211. Topics include waveform generators, active filters, logarithmic amplifiers, and selected special purpose analog integrated circuits. Prerequisite: ELN 211.

ELN 221 Microprocessor Interfacing F 4 Qtr. Hrs. Credit (3-3)
S Odd Years Evening

A study of the input/output operations of a typical microprocessor. Microprocessor interfaces to memory devices and various input/output devices are covered. Prerequisite: ELN 123.

ELN 222 Microprocessor Systems W 4 Qtr. Hrs. Credit (3-3)
SS Odd Years Evening

A study of the system concepts involved in specifying, designing, and prototyping a complete microprocessor system. The student develops a working microprocessor system by designing the required hardware and software systems. Prerequisite: ELN 221.

ELN 225 Switching & Interfacing Circuits S 4 Qtr. Hrs. Credit (3-3)
F Odd Years Evening

A comprehensive study of pulse waveforms and circuits, switching characteristics of semiconductor devices, signal conditioning circuits, logic gates and Boolean algebra, characteristics and interfacing of various IC logic families, and pulse generating circuits.

ELN 235 Industrial Devices & Systems F,W 4 Qtr. Hrs. Credit (3-2)
F Even Years Evening

A study of industrial electronics devices. This course provides basic knowledge and skills involved in the installation, maintenance, and servicing of electric motors, relays, and electric motor controllers. It also provides an introduction to ladder logic and three-phase power systems.

ELN 241 Industrial Electronics W,S 4 Qtr. Hrs. Credit (3-2)
W Odd Years Evening

This course is intended to acquaint the student with the fundamentals of industrial electronics in a practical, hands-on manner. Basic theory, application, and operating characteristics of solid state electronic devices commonly used in industrial applications are covered. Particular emphasis is placed on reinforcing concepts learned in class with practical lab experiences that simulate actual industrial applications. Prerequisite: ELN 103 or instructor permission.

ELN 243 Industrial Controls W,S 4 Qtr. Hrs. Credit (3-2)
W Even Years Evening

A study of industrial electronics equipment. This course provides basic knowledge and skills involved in the installation, maintenance, and servicing of industrial transducers and control systems. Corequisite: ELN 201 or ELN 241, or permission of the instructor.

ELN 245 Electronic Communications S 4 Qtr. Hrs. Credit (3-3)
SS Even Years Evening

Covers the transmission and reception of analog and digital signals at audio, RF, and microwave frequencies. Discusses amplitude, frequency, and pulse modulation. Prerequisite: ELN 212.

ELN 285 Electronic Design Project S 2 Qtr. Hrs. Credit (0-6)
S Even Years Evening

Covers basic techniques of prototype construction. Laboratory time emphasizes independent research, design, and construction work by the student. The student will select a project in consultation with the instructor; perform the required research on the project; design the hardware/software for the project; and construct, test, evaluate, and document a working prototype of the project. Prerequisites: ELN 212 and ELN 222.

ELN 1110 Concepts of Electronics F 4 Qtr. Hrs. Credit (3-3)
F Evening

An introductory presentation intended to provide an overview of components, circuits, and instruments. Topics include Ohm's law, magnetism, alternating current, transformers, inductors, and capacitors. Also sufficient solid state theory is introduced to facilitate understanding of the operation of amplifiers and power supplies.

ELN 1111 Direct & Alternating Current F 7 Qtr. Hrs. Credit (4-9)

A study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and fundamental concepts of alternating current flow.

ELN 1112 Electronic Devices and Circuits W 2 Qtr. Hrs. Credit (1-3)
W Evening

Presents the operating principles of bipolar and field-effect transistors as they relate to circuit troubleshooting. Covers power-supply, amplifier, and oscillator operation. Introduces SCR's and triacs.

ELN 1113 Electronic Circuits and Systems W 2 Qtr. Hrs. Credit (1-3)
W Evening

Covers the basic function, operation and interconnection of electronic audio, video, and receiver systems, including cable fabrication. Also covers the operation of basic electronic circuits including power supplies, amplifiers, oscillators, switching circuits, and optoelectronics.

ELN 1114 Electronic Systems Applications W 4 Qtr. Hrs. Credit (3-3)

Provides a more detailed study of solid state amplifiers, oscillators, and power supplies. Also covers AM, FM, and TV broadcast systems with an emphasis on the receivers for each system. Prerequisite: ELN 1110.

ELN 1115 Electrical Mathematics W 5 Qtr. Hrs. Credit (5-0)

A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations; use of letters and signs; grouping; factoring; exponents; ratios and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of the calculator; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.

ELN 1121 Digital Logic Circuits W 4 Qtr. Hrs. Credit (2-6)
S Evening

Covers binary numbers, truth tables, basic digital gates and flip-flops, and elementary combinational and sequential logic.

ELN 1122 Digital Electronic Applications S 4 Qtr. Hrs. Credit (3-3)

Discusses the applications of digital logic circuits in consumer electronic equipment. Prerequisite: ELN 1121 or equivalent.

ELN 1123 Computer Servicing SS 2 Qtr. Hrs. Credit (1-3)
W Evening

Covers basic symptom diagnosis and troubleshooting of computers, disk drives, and printers to the board level. Concentrates on currently-used personal computer systems. Prerequisite: ELN 1121 or equivalent.

ELN 1130 Consumer Product Servicing S 7 Qtr. Hrs. Credit (4-9)

A continuation of audio and television servicing with the addition of satellite television, video cassette recorders, and video games.

ELN 1130A Consumer Product Servicing 5 Qtr. Hrs. Credit (3-6)
F Evening

A continuation of audio and television servicing with the addition of disc players, home computers, and telephone handsets. First of a two-part course.

ELN 1130B Consumer Product Servicing 2 Qtr. Hrs. Credit (1-3)
W Evening

A continuation of audio and television servicing with the addition of satellite television, video cassette recorders, video games, disc players, home computers, and telephone handsets. Prerequisite: ELN 1130A.

ELN 1132 Telephone System Repair SS 2 Qtr. Hrs. Credit (1-3)
S Evening

Covers the theory and servicing of both wired and cordless telephone receivers. Prerequisite: ELN 1112 or equivalent.

ELN 1133 FM Stereo Repair On Demand 2 Qtr. Hrs. Credit (1-3)

Covers the theory of operation of the FM stereo system. Also covers troubleshooting techniques and test equipment used to repair FM stereo receivers. Prerequisite: ELN 1114 or equivalent.

ELN 1134 CB Theory and Repair On Demand 2 Qtr. Hrs. Credit (1-3)

A study of the operation and repair of mobile radio systems with an emphasis on citizen's band transceivers. Topics include double conversion receivers, frequency synthesizers, transmitter theory, and antenna systems. Prerequisite: ELN 1114 or equivalant.

ELN 1135 Television Servicing S 4 Qtr. Hrs. Credit (2-6)
SS Evening

Teaches the theory of television operation and repair. Covers Symptom diagnosis to the module and component levels.

ELN 1136 Advanced Teleservicing SS 2 Qtr. Hrs. Credit (1-3)

Covers television operation and servicing to the component level. Prerequisite: ELN 1135.

ELN 1137 VCR Servicing SS 2 Qtr. Hrs. Credit (1-3)
SS Evening

Covers the operation, maintenance, and servicing of video cassette recorders and video cameras. Prerequisites: ELN 1135 or equivalent.

ELN 1138 Audio System Servicing On Demand 2 Qtr. Hrs. Credit (1-3)

A study of electronic audio systems and their repair. Covers both home-entertainment and commercial audio systems. Prerequisites: ELN 1113 or equivalent.

ELN 1139 FCC License Preparation On Demand 2 Qtr. Hrs. Credit (2-0)

Covers the communications theory needed to earn the FCC General Class Commercial License required for employment in avionics repair. Prerequisites: ELN 1112, 1113, and 1114 or equivalent.

ELN 1140 Auto Electronic Installation On Demand 2 Qtr. Hrs. Credit (1-3)

This course covers the techniques and materials needed to correctly install automotive sound systems.

ENGINEERING

See Drafting and Mechanical

EGR 101 Introduction to Technical Computing F 2 Qtr. Hrs. Credit (1-3)
F Even Years Evening

This course is an introduction to microcomputer terminology, concepts, disk operating systems (MS-DOS and WINDOWS) functions and commands, word processing, spreadsheet usage, and PSpice circuit analysis software. The emphasis is on DOS commands that deal with files, directories, and hard disk usage; word processor functions needed for creating, editing, formatting, and printing files; spreadsheet data entry, calculation, and graphing; and PSpice current and voltage analysis of simple DC circuits.

ENGLISH

Communications/Composition

ENG 091 Basic Grammar Skills F,W,S,SS 0 Qtr. Hrs. Credit (5-0)
F,W,S Evening

An individualized course in basic grammar skills to improve written communications with emphasis on sentence construction, punctuation, and mechanics of grammar. Placement in this class by testing and/or English instructors.

ENG 092 Basic Writing Skills F,W,S,SS 0 Qtr. Hrs. Credit (5-0)
F,W,S Evening

An individualized course in basic writing skills to improve written communication including the introduction of composition, free writing, and the ordering of ideas in a paragraph. Placement in this class by testing and/or satisfactory completion of ENG 091 or by English instructors.

ENG 093 Basic Writing Skills F,W,S,SS 0 Qtr. Hrs. Credit (5-0)

Equivalent to ENG 091 and 092, completed in one quarter. Placement by testing and/or English instructors.

ENG 095 Applied Grammar and Writing Skills On Demand 0 Qtr. Hrs. Credit

A course in basic grammar skills with an emphasis on punctuation, sentence construction, and the mechanics of grammar. Students will apply their grammar skills to writing assignments within their discipline.

ENG 104 Composition & Research F 5 Qtr. Hrs. Credit (5-0)

The study and practice of basic elements in expository writing, focusing on themes and the research paper and including the mechanics of grammar, sentence structure, organization, logic, documentation, etc. ENG 104-105 is a concentrated, demanding sequence which should be taken only by students with a strong background in this subject. Prerequisite: Acceptable score on the placement test or satisfactory completion of ENG 091/092.

ENG 105 Composition & Literature W 5 Qtr. Hrs. Credit (5-0)

The study of literature in the light of its aesthetic principles and genres, with focus on poetry, fiction, and drama; critical and analytical themes are written on the various aspects of selected literary works. Prerequisite: ENG104 or equivalent.

Course Descriptions

ENG 111 Introduction to Composition F,W,S 3 Qtr. Hrs. Credit (3-0)
F,W Evening

A study of the writing process with particular attention paid to strategies of invention, developing topics, varying organizational patterns, and practicing the revising process. Prerequisite: Acceptable score on the placement test or satisfactory completion of ENG 091/092.

ENG 112 Composition & Literature W,S,SS 3 Qtr. Hrs. Credit (3-0)
W,S Evening

An introduction to the reading and study of interpretive literature. A chance for students to examine the basic elements of literature (plot, symbolism, irony, character, setting, theme, point of view) and to write about their discoveries. Selected works/themes from fiction, drama, and poetry. Prerequisite: ENG 111.

ENG 113 Research & Composition F,W,S,SS 3 Qtr. Hrs. Credit (3-0)
F, W, S,SS Evening

An opportunity to learn how to find and select usable information from the vast amounts available within a library. Students gather materials to write research papers based on their findings. Prerequisite: ENG 111.

ENG 123 Report Writing S 3 Qtr. Hrs. Credit (3-0)
W Evening

Instruction in preparing effective technical and business reports emphasizing development for a specified audience. Course includes business correspondence with progression from the basic informational report to the more complex analytical and problem-solving report. Graphic aids, methods of research, and strategies for organizing material are also covered. ENG 113 may be taken in lieu of this course with the consent of the technical division chairpersons. Prerequisite: ENG 111.

ENG 140 Oral Communication F,S,SS 3 Qtr. Hrs. Credit (3-0)
F,SS Evening

This course develops skills in oral communication with special emphasis given to public speaking in both civic and professional situations. There is discussion and practice of interpersonal communication skills such as conflict resolution, impression management, negotiation and interviewing techniques.

ENG 150 Principles of Communication F,W, S 5 Qtr. Hrs. Credit (5-0)
S Evening

This course is a study of the history and principles of oral communication with discussion of public speaking, social conversation, interviewing, interpersonal and small group communication skills. Practice in public speaking with emphasis given to audience analysis, speech organization, types of appeals, and effective use of evidence.

ENG 222 Written Communication W,S, SS 3 Qtr. Hrs. Credit (3-0)
On Demand Evening

Develops skills and techniques in writing business communications. Emphasis on writing to achieve a desired response in letters and memoranda involving credit and collections, claims and adjustments, orders, inquiries, acknowledgements, and employment. Prerequisite: ENG 111 or ENG 104.

ENG 1102 Communication Skills W 3 Qtr. Hrs. Credit (3-0)
S Evening

Designed to promote effective communication in speaking and writing through correct language usage. Prerequisite: REA 1101.

Literature

ENG 204 English Literature W (1995) 5 Qtr. Hrs. Credit Each (5-0)
(See description for ENG 205) Evening On Demand

ENG 205 English Literature F (1995) 5 Qtr. Hrs. Credit Each (5-0)
Evening On Demand

A study of English literature with emphasis upon the most significant and influential writers from Chaucer to Pope, then from Wordsworth to Eliot, noting various genres to establish methods of analysis for interpretation, understanding, and appreciation. Prerequisite: ENG 112 or 105 or permission of instructor.

ENG 206 World Literature: The Novel On Demand 5 Qtr. Hrs. Credit (5-0)

A study designed to increase understanding and appreciation of the novel as an important literary genre emphasizing the novels of continental masters but with some comparative study of British and American writers. Prerequisite: ENG 112 or 105.

ENG 210 The Film as Literature On Demand 5 Qtr. Hrs. Credit (5-0)

A general survey of the history of the film organized by a study of the changes in film genres from slap-stick comedies and Western melodramas to film noir and musicals. This course will also survey the range of techniques and approaches used to adapt traditional genres for audiences of the 1960s, 1970s, and 1980s.

ENG 214 American Literature 5 Qtr. Hrs. Credit (5-0)
(See description for ENG 215) Evening On Demand

ENG 215 American Literature S (1996) 5 Qtr. Hrs. Credit (5-0)
Evening On Demand

The study of American literature, its contribution to the development of and its relationship to historical events from the time of the Puritans to the Civil War, and from the period following the Civil War to the present time. Emphasis upon influential and outstanding American writers and their interpretation of the American scene. Prerequisite: ENG 112 or 105 or permission of instructor.

FIRE PROTECTION TECHNOLOGY

FIP 101 Introduction to Fire Protection 3 Qtr. Hrs. Credit (3-0)

The history and development of fire service, including safety and security movements. The role of the fire service, protection and safety personnel and ancillary organizations. Identification of general fire hazards and their causes and the application of fire protection principles to them. Prerequisite: None.

FIP 102 Managing Fire Services I 3 Qtr. Hrs. Credit (3-0)

In this course, the student will study managing fire department resources. This study includes planning for and evaluation of community fire services, human and material resource management, as well as program development. Prerequisite: FIP 101 or permission of the program coordinator.

FIP 103 Managing Fire Services II 3 Qtr. Hrs. Credit (3-0)

This course is a continuation of FIP 102 and will include an overview of emergency management, EMS administration, code administration, training, alternative delivery systems, and the grading of municipalities under the ISO grading schedule. Prerequisite: FIP 102.

FIP 104 Building Construction for Fire Protection 3 Qtr. Hrs. Credit (3-0)

A thorough study of building construction elements, their uses, strengths, endurance, and failures in relation to fire and emergency stress situations. Prerequisite: None.

FIP 105 Applied Electricity for Fire Protection 4 Qtr. Hrs. Credit (3-2)

A thorough study of methods and means of utilizing electricity to provide power, featuring the installation and maintenance of electric circuit and machinery. Prerequisite: MAT 100, PHY 151.

FIP 115 Fire Prevention Programs 3 Qtr. Hrs. Credit (3-0)

Principles and application of fire prevention related to the community and industrial plants. Prerequisite: None.

FIP 117 Emergency Services Communications 3 Qtr. Hrs. Credit (3-0)

Methods of internal and external communications using printed material, voice, radio, telephone, news services, and two-way radios. Prerequisite: None.

FIP 121 Municipal Finance 3 Qtr. Hrs. Credit (3-0)

Municipal finance based on sound government principles and practice. A study of budget items, preparation of budgets, financial statements, cost accounting and record systems, taxation and audits. Prerequisite: FIP 102.

FIP 201 Fire Detection and Investigation 3 Qtr. Hrs. Credit (3-0)

Determination of cause of accidental and incendiary fires, fire losses and loss of records, points of origin, location and preservation of physical evidence, and scientific aid to investigation. Courtroom procedures in presenting evidence, motives and methods for firesetting, and investigation methods are included. Prerequisite: FIP 104 and FIP 202.

FIP 202 Construction Codes and Materials Rating 3 Qtr. Hrs. Credit (2-2)

A thorough study of building codes applicable to fire prevention, and principles and practices used in various types of building construction. Fire resistance tests and ratings of building materials will be included. Prerequisite: FIP 104.

FIP 215 Chemistry of Hazardous Materials 3 Qtr. Hrs. Credit (3-0)

Theories of combustion and extinguishment, including the analysis of flammable materials and their natural behavior with certain extinguishing agents. Prerequisite: CHM 100.

FIP 221 Fire Ground Tactics and Strategy 4 Qtr. Hrs. Credit (2-4)

A study of the aspects of tactics and strategy in extinguishing fires, including pre-fire plans, mutual aid problems, techniques of using available equipment and manpower, conflagrations, and techniques of predicting fires by fuel analysis. Prerequisite: FIP 235.

FIP 225 Fire Protection Law 3 Qtr. Hrs. Credit (3-0)

A study of law in relation to fire protection. Torts, terms, and contracts are studied by case history method. Liability of fire protection personnel when making inspection, recommendations, fighting fires, and other tasks. Prerequisite: FIP 102.

FIP 230 Hydraulics and Water Distribution Systems 4 Qtr. Hrs. Credit (3-2)

The mechanics of the flow of fluids through fire hose nozzles, appliances, pumps, standpipes, watermains, and other devices. Prerequisite: MAT 100, PHY 151.

FIP 234 Sprinkler and Standpipe Systems 3 Qtr. Hrs. Credit (2-2)

Types of sprinkler systems and standpipe system devices and their operation, advantages of sprinkler systems, codes governing installation, water supply requirements, testing, inspection, maintenance. Prerequisite: FIP 230.

FIP 235 Inspection Principles and Practices 4 Qtr. Hrs. Credit (2-4)

A study of the fundamentals of fire inspection including standards, techniques of evaluation of hazards as to degree of the hazard and practical recommendations. Reports including maps and sketches of each building inspected. On-site inspection of buildings to locate hazards and to recommend safe practices and improvements. Prerequisites: FIP 202 and DFT 118.

FIP 236 Methods of Instruction 5 Qtr. Hrs. Credit (5-0)

A study of the instructor and his job, principles of teaching and learning, and procedures for teaching and learning. Prerequisite: None.

FIP 244 Fire Alarm and Detection 4 Qtr. Hrs. Credit (3-2)

A study of different principles and types of alarm systems, their application, installation, and maintenance. Prerequisite: FIP 105.

FIP 246 Portable Extinguishers and Fixed Extinguishing Systems 3 Qtr. Hrs. Credit (2-2)

A study of various types of portable and fixed extinguishing systems, their operation, application, installation, and maintenance. Prerequisite: FIP 215.

FIP 247 Public Education Programs 3 Qtr. Hrs. Credit (3-0)

A study in the design of Public Fire Education programs. A systematic approach to designing, implementing, and evaluating those programs conducted to instruct the public about fire safety. Prerequisite: None.

FIP 248 Industrial Fire Protection 3 Qtr. Hrs. Credit (3-0)

A study of hazardous processes in various industries, such as plastics, furniture, and textiles. The course also deals with OSHA Fire Protection requirements, Fire Brigades, and loss prevention techniques to protect life and property in the industrial setting. Prerequisite: FIP 101.

FIP 250 Emergency Technician's Course I (Elective) 2 Qtr. Hr. Credit (1-2)

Prepares one to render first aid to victims of illness or injury. Emphasis is placed on the principles of initiating and maintaining basic life support of the victim. FIP 251 is also required.

FIP 251 Emergency Technician's Course II (Elective) 2 Qtr. Hr. Credit (1-2)

Practical application of principles taught in FIP 250. Emphasis is placed on development of techniques for CPR, and recognition of shock symptoms, use of necessary equipment to render aid to victims of accidents or illness. Prerequisite: FIP 250.

FIP 901-903 Fire Science Co-op Education 1 Qtr. Hrs. Credit (0-10)

Cooperative work experience which is related to and coordinated with classroom theory instruction. A plan will be developed each quarter detailing the proposed training and experiences the student is to receive on the job. An instructor for the school will visit the student on the job and work with the job supervisor in developing the work experience plan and evaluating the student's progress on the job. Prerequisite: None.

FRENCH

FRE 101-102-103 Elementary French F-W-S 4 Qtr. Hrs. Credit (4-0)

A basic course. Essentials of French grammar, vocabulary, and culture with emphasis on aural comprehension and the communicative process. Reading of simple prose. Elementary composition. Prerequisite: FRE 101 should precede FRE 102; FRE 102 should precede FRE 103.

FRE 104-105-106 Intermediate French F-W-S 4 Qtr. Hrs. Credit (4-0)

Thorough review of grammar, composition, comprehension and communicative skills. Conversational approach to contemporary French civilization. Reading from selected texts. Prerequisite: FRE 103 or two years of high school French, or permission of the instructor.

FRE 204-205 Advanced French W-S On Demand 5 Qtr. Hrs. Credit (5-0)

A study of French culture as seen through representative literary works. Practice in composition and oral communications. Prerequisite: FRE 106 or satisfactory placement.

HEALTH

HEA 100 Wellness for Life W 3 Qtr. Hrs. Credit (3-0)
W Odd Years Evening

Course designed to identify and develop positive health behaviors to help learners reach their potential. Learners will participate in their own wellness training in the areas of physical fitness, nutritional awareness and weight maintenance, and stress management and environmental sensitivity.

HEA 107 First Aid SS 3 Qtr. Hrs. Credit (3-0)

A practical course in the immediate care given to a person who has been injured or has suddenly taken ill.

HEALTH INFORMATION TECHNOLOGY
(Formerly Medical Record Technology)

MRT 101 Orientation to Health Information Technology F 2 Qtr. Hrs. Credit (2-0)
F Odd Years Evening

This course should enable the student to identify the major types of health care facilities; describe the basic duties of the health information department and professional and the role of health information management in a health care facility; understand the career opportunities of the health information technician; and, understand the requirements and expectations of the Health Information Technology Program.

MRT 200 Health Record Content and Maintenance W 4 Qtr. Hrs. Credit (3-2)
F Odd Years Evening

This course should enable the student to identify the required components of the health record in acute care and long-term care facilities; state the role of the health record in overall health information management; assemble, access, retrieve, maintain and store health information and health records; abstract record information; and, create data collection instruments. Prerequisite: MRT 101 or instructor permission.

MRT 201 Quality Improvement in Health Care Facilities F 3 Qtr. Hrs. Credit (2-2)
S Even Years Evening

This course should enable the student to state the purpose of quality improvement in health care facilities; use Peer Review Organization, Joint Commission and other accrediting agencies, and legislative requirements to perform basic functions associated with quality assessment, utilization management, risk management, and staff credentialing; and, collect data on the quality health information and health information department activities. Prerequisites: MRT 200, MRT 215, or instructor permission.

MRT 202 Basic ICD-9-CM Coding SS 3 Qtr. Hrs. Credit (1-4)
W Odd Years Evening

This course should enable the student to apply the coding principles of ICD-9-CM with 80% accuracy for basic coding and for all body systems covered; state the sources and uses of coded data; and apply the UHDDS and HCFA definitions for principle diagnosis, principle procedure, complication and comorbid condition. Prerequisites: BIO 206, MED 123, or instructor permission.

MRT 204 Intermediate Coding F 3 Qtr. Hrs. Credit (1-4)
S Even Years Evening

This course should enable the student to apply ICD-9-CM coding principles with 80% accuracy for the body systems and disorders covered; develop quality control procedures for coding; index and retrieve information; state the basic tenets of the Prospective Payment System; and, assign Diagnosis Related Groups. Prerequisite: MRT 202 or instructor permission.

MRT 205 Health Information Statistics W 3 Qtr. Hrs. Credit (2-2)
F Even Years Evening

This course should enable the student to define terms associated with health care statistics; collect, tabulate and present health care information in a meaningful, concise, intelligible, and articulate manner; determine who is responsible for birth, death and disease reporting in a facility and accomplish required reporting; describe the basic functions, requirements and processes associated with a tumor registry; and, collect and process data for as required for a tumor registry. Prerequisite: MRT 202 or instructor permission.

MRT 206 Advanced Coding Concepts W 3 Qtr. Hrs. Credit (1-4)
SS Even Years Evening

This course should enable the student to discuss the various nomenclatures and classification systems and identify the health care facility associated with each; state when CPT coding is used and the connection between CPT coding and Medicare patients; and, apply the principles of CPT coding with 80% accuracy. Prerequisites: MRT 204 or instructor permission.

MRT 210 Legal Aspects of Health Information Management SS 3 Qtr. Hrs. Credit (3-0)
W Odd Years Evening

This course should enable the student to obtain a basic understanding of the judicial system and judicial processes; apply existing regulations to health information management practices including information maintenance, retention and release; understand the role of health information for a court case; and, interpret and apply the legal requirements for confidentiality of patient-related information. Prerequisite: MRT 200 or instructor permission.

MRT 212 Computers in Health Care F 3 Qtr. Hrs. Credit (1-4)
F Even Years Evening

This course should enable the student to describe how computerized health information systems are used in health care facilities; outline the basic steps in the planning, development and implementation of a computertized health information system; tract the flow of information through a medical information system; use a computerized database system and spreadsheet; evaluate information systems in terms of facility needs; and, discuss the various types of computer hardware and software available. Prerequisites: MRT 200, EDP 200, MRT 202 or instructor permission.

MRT 215 Standards and Regulations for Health Information S 3 Qtr. Hrs. Credit (3-0)
W Odd Years Evening

This course should enable the student to identify the major accrediting and licensing agencies for the most common types of health care facilities; describe, in detail, the current Joint Commision, Condition of Participation, and Health Care Financing Administration and other applicable standards and licensure regulations for health information management; be able to use these standards and regulations to monitor the appropriateness of information management serbices; monitor changes in federal, state, and local laws, regulations and standards; and, monitor accreditation/licensing survey results. Prerequisite: MRT 101 or instructor permission.

MRT 224 Principles of Disease SS 4 Qtr. Hrs. Credit (4-0)
SS Odd Years Evening

This course should enable the student to describe the etiology, organ system involved, signs, symptoms, complications and preferred treatments for the most common diseases in the developed world. Prerequisites: BIO 206, MED 123, or instructor permission.

MRT 246 Directed Practice I W 2 Qtr. Hrs. Credit (0-6)
W Even Years Evening

This course provides the student with a supervised clinical learning experience in a local health care facility. Students will apply knowledge and skills learned in previous course work to practical situations, and are expected to learn the basic personal skills necessary to be a professional. Prerequisites: Grade of "C" or better in all core or related courses, physical examination, proof of current vaccinations, personal transportation, written agreement with dress and conduct codes.

MRT 247 Directed Practice II S 4 Qtr. Hrs. Credit (0-12)
W Even Years Evening

This course provides the student with a supervised clinical learning experience in a local health care facility. Students will be expected to demonstrate entry-level competency in most health information tasks assigned. Students will be expected to conduct themselves in a professisonal manner. Prerequisites: Grade of "C" or better in all core or related courses, physical examination, proof of current vaccinations, personal transportation, written agreement with dress and conduct codes.

MRT 248 Directed Practice III S 4 Qtr. Hrs. Credit (0-12)
S Odd Years Evening

This course provides the student with a supervised clinical learning experience in a local health care facility. Students will apply knowledge and skills learned in previous course work to practical situations, and are expected to learn the basic personal skills necessary to be a professional. The courses should prepare the student to differentiate between the health information requirements of various types of facilities utilized. Prerequisites: Grade of "C" or better in all core or related courses, physical examination, proof of current vaccinations, personal transportation, written agreement with dress and conduct codes.

MRT 250 Health Information Seminar S 3 Qtr. Hrs. Credit (3-0)
SS Odd Years Evening

This course should enable the student to apply the basic principles supervision to a health information setting; create an acceptable resume and cover letter; demonstrate good interview capabilities, both as interviewer and applicant; determine personnel needs and equipment needs and write formal requests for both; determine space requirements for new and existing systems; select and train personnel; and evaluate the effectiveness of employees and of departmental operations. Prerequisites: Sixth quarter standing or instructor permission.

HISTORY

HIS 104 History of Western Civilization F,SS 3 Qtr. Hrs. Credit (3-0)
F Evening

A broad survey of the major political, social, economic, cultural, and intellectual developments in the Western world from ancient times to 1715.

HIS 105 History of Western Civilization W,SS 3 Qtr. Hrs. Credit (3-0)
W Evening

A broad survey of the major political, social, economic, cultural, and intellectual developments in the Western world from 1715 to 1870.

HIS 106 History of Western Civilization S,SS 3 Qtr. Hrs. Credit (3-0)
S Evening

A broad survey of the major political, social, economic, cultural, and intellectual developments in the Western world from 1870 to the present.

HIS 207 United States History to 1865 F,S,SS 5 Qtr. Hrs. Credit (5-0)
F Evening

A broad survey of the political, economic, social, and cultural history of the Untied States from its European and colonial origins to the end of the Civil War.

HIS 208 United States History Since 1865 W,SS 5 Qtr. Hrs. Credit (5-0)
W Evening

A broad survey of the political, economic, social, and cultural history of the United States since 1865.

HIS 210 The World in the Twentieth Century S On Demand 5 Qtr. Hrs. Credit (5-0)

A topical study of the major developments, issues, and ideas in twentieth-century world history. Topics include nationalism, internationalism, totalitarianism, democratic socialism, the decline of communism, total and limited warfare, the colonial revolution, problems of the developing nations, the impact of science and technology, and the philosophical temperament of twentieth-century man.

HIS 215 Contemporary America S On Demand 5 Qtr. Hrs. Credit (5-0)

A survey of major developments and issues in American life since World War II. Especially recommended as a social science elective for college transfer and technical students.

HUMANITIES

See also English, literature, philosophy, religion, and oral communication

HUM 100 Human Values & Meaning S 3 Qtr. Hrs. Credit (3-0)

A study of some of the major dimensions of human experience, as reflected in art, literature, philosophy, music, history, and religion. The objectives is to learn how the humanities can help us to understand ourselves and our world. Topics of emphasis will include the search for identity, the need for love, making moral choices, the role of society, and the meaning of life. Limited to vocational and technical students.

LANGUAGES

See French and Spanish

LEGAL

LEG 103 Evidence for Paralegals SS 4 Qtr. Hrs. Credit (4-0)
S Even Years Evening

A study of basic evidence law principles and the relationship of these principles to the investigation and preparation stages of civil and criminal court actions.

LEG 115 Paralegal in the Legal System F 3 Qtr. Hrs. Credit (3-0)
F Odd Years Evening

An introduction to the role of the paralegal in the legal system, government and business, plus study of the legal restrictions of the practice of law and the ethical responsibilities of the lawyer and the paralegal in the legal system.

LEG 132 Legal Research W 4 Qtr. Hrs. Credit (3-2)
W Odd Years Evening

Methods of legal research, proper citation of authority, acquaintance with legal treaties, reporters, shepardizing of cases, synthesis of decisions. Emphasis on computer-assisted legal research.

LEG 134 Legal Writing S 2 Qtr. Hrs. Credit (2-0)
SS Odd Years Evening

Utilizing research skills learned in LEG 132, students will be introduced to legal writing form and techniques, including preparation of case briefs and research memoranda. Prerequisite: LEG 132.

LEG 135 Legal Systems I S 4 Qtr. Hrs. Credit (4-0)
SS Even Years Evening

An introduction to the legal systems in federal courts and in North Carolina state courts from the trial level to the highest appellate levels. Emphasis will be on court procedures in civil cases. Included will be a study of the clerk of superior court functions in the North Carolina legal system.

LEG 136 Legal Systems II SS 4 Qtr. Hrs. Credit (4-0)
F Even Years Evening

A continuation of LEG 135 with emphasis on practical application and an introduction to often used procedural forms. Prerequisite: LEG 135.

LEG 207 Legal Software W 2 Qtr. Hrs. Credit (1-2)
S Odd Years Evening

An introduction to software programs developed for the practice of law which may include the following areas: estate planning, real estate transactions, law office management, and family law. Prerequisites: LEG 227, LEG 282.

LEG 213 Law & the Family W 3 Qtr. Hrs. Credit (3-0)
S Even Years Evening

The legal obligations in a marriage; rights and privileges of the parties; the statutory grounds for divorce; defenses to divorce actions; elements of a legal separation by a court order or by mutual consent. Family problems, juvenile courts, legal proceedings in adoption and custody cases will also be studied.

LEG 214 Domestic Law Documents S 2 Qtr. Hrs. Credit (2-0)
SS Even Years Evening

This course is designed to supplement Law and the Family for paralegal students. The course will introduce the student to the preparation of documents required for domestic relations problems including divorce, child custody and support, alimony, enforcement of support orders, and adoption. Prerequisites: LEG 213.

LEG 223 Investigation of Civil Claims F 4 Qtr. Hrs. Credit (4-0)
F Odd Years Evening

An in-depth study of investigative methods necessary for gathering, preserving, and analyzing evidence for effective presentation of civil actions. Included are interviews, preservation of witness statements, collection and interpretation of medical information, collection of other evidence, scene diagrams, legal research, organization and assemblage of evidence for attorney use. Prerequisites: BUS 201, LEG 135, or permission of instructor.

LEG 225 Law Office Management SS 4 Qtr. Hrs. Credit (4-0)
S Odd Years Evening

A study of the organization and management of law offices, with emphasis upon administrative systems and procedures for efficient law office operation. Included are studies of personnel management; law office equipment, furnishings and layout; filing systems; systems for keeping track of deadlines; and accounting, billing, timekeeping systems, and law library management.

LEG 227 Estate Management I F 4 Qtr. Hrs. Credit (4-0)
F Even Years Evening

This course teaches interview techniques and gathering of data for preparation of wills and estate plans. Basic estate and trust principles will be included. The student studies procedures for probate and administration of estates of deceased persons, including preparation of inventories, accounts, and other administration documents.

LEG 228 Estate Management II W 4 Qtr. Hrs. Credit (4-0)
W Even Years Evening

A continuation of LEG 227, Estate Management. Prerequisite: LEG 227.

LEG 230 Bankruptcy & Collection Procedures S 4 Qtr. Hrs. Credit (4-0)
S Even Years Evening

The student will be introduced to the federal bankruptcy laws and the procedures and documents required of persons involved in bankruptcy and debt adjustment proceedings. Also covered will be the processes used by attorneys for the collection of debts.

LEG 235 Litigation Preparation W 4 Qtr. Hrs. Credit (4-0)
W Odd Years Evening

Study of the steps in aiding an attorney in preparing a civil case for trial, emphasizing preparation of a trial notebook, organization of discovery and other trial materials, and preparation of witnesses for trial. Also, preparation of worker's compensation claims is included. Prerequisite: LEG 136.

LEG 261 Clinical Practice S 2 Qtr. Hrs. Credit (1-10)
S Odd Years Evening

This course provides the student with an opportunity to gain, under staff supervision, practical on-the-job experience in the paralegal field as an integral part of his formal education. Periodic conferences between the student, instructor, and employer and periodic seminars with others enrolled in clinical practice provide opportunities to assess the learning achieved by the student in the work experience. Students are graded pass or fail. Prerequisite: Four quarters in the Paralegal curriculum and permission of the instructor.

LEG 280 Business Organizations Law S 3 Qtr. Hrs. Credit (3-0)
S Odd Years Evening

A summary of the individual, partnership, and corporate forms of doing business, including professional associations, limited liability of corporations, and tax advantages. Emphasis is placed upon gathering appropriate data to support the making of the decision, gathering data to support the preparation of the documents when the decision is made, and the processing of the documents when they have been prepared. Servicing the corporation. Scheduling of annual meetings, preparation of reports, tax returns, and the like. Prerequisite: BUS 201 or permission of instructor.

LEG 282 Property Transactions I F 4 Qtr. Hrs. Credit (4-0)
F Even Years Evening

An introduction to basic concepts of real property with emphasis on the mechanics of conveyances and encumbrances of real property. Basic provisions of deeds, mortgages and deeds of trust, and the more common problems in real property titles will also be studied.

LEG 283 Property Transactions II W 4 Qtr. Hrs. Credit (4-0)
W Even Years Evening

A study of the mechanics of simple title searches and examinations with practical experience in the use of courthouse records and preparation of suggested title certificates for approval by the title attorney. Also studied will be the mechanics of land sale closings—including the preparation and recording of simple deeds and deeds of trust; preparation of other land sale and loan closing documents, and the handling and disbursement of land sale and loan closing funds. Prerequisite: LEG 282.

LITERATURE

See English

MATHEMATICS

See Computer Science

MAT 081 Arithmetic Computations F,W,S,SS 0 Qtr. Hrs. Credit (5-0)
F,W,S,SS Evening

A review of addition, subtraction, multiplication, and division of whole numbers, fractions, mixed numbers, and decimals; U.S. system and metric system of measurements, and calculations involving their measurements; ratios and proportions; and percentages. Placement in this course by counselor or class instructor.

MAT 091 Developmental Algebra F,W,S,SS 0 Qtr. Hrs. Credit (5-0)
F,W,S,SS Evening

An introduction to algebra including properties of real numbers, variable expressions, linear equations, polynomials, and factoring. Prerequisite: MAT 081 or equivalent as determined by counselor.

MAT 092 Developmental Algebra F,W,S,SS 0 Qtr. Hrs. Credit (5-0)
F,W,S,SS Evening

A study of algebraic fractions, graphing, systems of linear equations, inequalities, radical expressions, and quadratic equations. Prerequisite: MAT 091.

MAT 093 Developmental Algebra F,W,S,SS 0 Qtr. Hrs. Credit (5-0)
F,W,S,SS Evening

Equivalent of MAT 091 and 092, completed in one quarter. Prerequisite: Placement by counselor or recommendation by mathematics instructor.

MAT 095 Developmental Geometry F, W, S, SS 0 Qtr. Hrs. Credit (5-0)
F, W, S, SS Evening

An introductory course in geometry designed to develop an understanding of the fundamental concepts of geometry. Includes inductive and deductive reasoning, constructions, and applications; a study of points, lines, planes, angles, polygons, circles, and solid geometry; and parallelism, similarity, and congruences. Prerequisite: One year of high school algebra or MAT 091.

MAT 102 Technical Mathematics W 5 Qtr. Hrs. Credit (5-0)
W Evening

Elementary algebra review, functions and graphs, fractional and quadratic equations, trigonometric functions and their graphs, solutions of triangles, exponents and radicals, exponential and logarithmic functions, and complex numbers. Prerequisite: MAT 091 or equivalent as determined by placement by counselor.

MAT 106 Foundations & Topics in Mathematics On Demand 5 Qtr. Hrs. Credit (5-0)

Development of the real number system and systems of numeration; various topics selected from sets, logic, geometry, consumer mathematics, and probability. Prerequisite: MAT 092, 093, or equivalent as determined by placement by counselor.

MAT 107 Elementary Statistics F,W,S 5 Qtr. Hrs. Credit (5-0)
F Even Years Evening

A study of fundamental statistical methods, basic statistical distributions, measures of central tendency and dispersion, statistical inference, and sampling techniques. Prerequisite: MAT 092, 093, or equivalent as determined by placement by counselor.

MAT 111 College Algebra F,W,S,SS 5 Qtr. Hrs. Credit (5-0)
F Odd Years Evening

Review of basic algebra, roots and radicals, equations, inequalities, functions, polynomials, systems of equations, matrices, and determinants. Prerequisite: MAT 092, 093, or equivalent as determined by placement by counselor.

MAT 112 Trigonometry W,S,SS 5 Qtr. Hrs. Credit (5-0)
W Odd Years Evening

A study of exponentials and logarithms; trigonometric functions, equations, identities, functions of multiple angles, graphs, inverse functions, and complex numbers; and graphing rational functions, binomial theorem, mathematical induction, and systems of nonlinear equations. Prerequisite: MAT 111 and either high school geometry or MAT 095.

MAT 115 Survey of Mathematics F,W,S 3 Qtr. Hrs. Credit (3-0)
F,S Years Evening

Structure and properties of sets of numbers; elementary statistics including central tendency, dispersion, position, graphs, and the normal curve; properties and solutions of algebraic equations; and consumer mathematics including percents, rates of interest, and installment plans. Prerequisite: MAT 081 or equivalent as determined by placement by counselor.

MAT 150 Pharmaceutical Mathematics F 5 Qtr. Hrs. Credit (5-0)

Fundamentals of mathematics as related to the metric, apothecary, avoirdupois, and household systems of weight and volume, and applications to pharmaceutical dosage and solution problems. Prerequisites: MAT 081 or equivalent as determined by placement by counselor and one year of high school algebra or MAT 091.

MAT 199 Analytic Geometry & Calculus I S,SS 5 Qtr. Hrs. Credit (5-0)
S Even Years Evening

An integrated course in the fundamentals of analytic geometry and calculus, including functions, graphs, limits, derivatives of algebraic, trigonometric, exponential, and logarithmic functions, applications of derivatives, an introduction to differential equations, and definite and indefinite integrals. Prerequisite: MAT 112.

MAT 200 Analytic Geometry & Calculus II F 5 Qtr. Hrs. Credit (5-0)

A second course of analytic geometry and calculus which includes applications of definite integrals, differentiation and integration of exponential, logarithmic, inverse trigonometric, and hyperbolic functions; Newton's method; numerical integration; and techniques of integration. Prerequisite: MAT 199.

MAT 201 Analytic Geometry & Calculus III W 5 Qtr. Hrs. Credit (5-0)

A third course of analytic geometry and calculus which includes indeterminate forms and improper integrals, sequences, series, power series, Taylor's Theorem, fundamental plane analytic geometry, parametic equations, and polar coordinates. Prerequisite: MAT 200.

MAT 202 Analytic Geometry & Calculus IV S 5 Qtr. Hrs. Credit (5-0)

A fourth course of analytic geometry and calculus which includes analytic geometry of three-dimensional space, vector-valued functions, partial differentiation, and multiple integrals. Prerequisite: MAT 201.

MAT 205 Differential Equations SS On Demand 5 Qtr. Hrs. Credit (5-0)

An introduction to ordinary differential equations. Course includes study of first-order equations including separation of variables, exact equations, and integrating factors; linear equations with constant coefficients including complementary-particular solution method, Laplace transforms, and applications; and an introduction to solutions by series and numerical methods. Prerequisite: MAT 202.

MAT 1101 Fundamentals of Mathematics F 5 Qtr. Hrs. Credit (5-0)

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, division, powers, and square roots. Common fractions, decimals, percentages, proportions and formulas are topics covered. These topics are applied to the student's major area of study.

MAT 1101A Fundamentals of Mathematics 2 Qtr. Hrs. Credit (2-0)
F Evening

A study of whole numbers, fractions, percent, measurements, formulas, ratio and proportion, and simple equations. These topics are applied to the student's major area of interest in the trades. MAT 1101A and MAT 1101B are equivalent to MAT 1101.

MAT 1101B Fundamentals of Mathematics On Demand 3 Qtr. Hrs. Credit (3-0)

A continuation of MAT 1101A. MAT 1101A and MAT 1101B are equivalent to MAT1101. Prerequisite: MAT 1101A.

MAT 1102 Shop Math I W 3 Qtr. Hrs. Credit (3-0)
F Evening

Definitions and theorems related to straight lines, circles, and triangles are studied. Geometric principles are applied to appropriate shop operations. Calculations involving practical shop operations are studied.

MAT 1103 Shop Math II S 3 Qtr. Hrs. Credit (3-0)
W,S Evening

The six trigonometric ratios are used to solve right triangles. Practical problems involving right triangles are solved by the student. Prerequisite: MAT 1102.

MAT 1104 Shop Math III SS 3 Qtr. Hrs. Credit (3-0)

Practical problems furnish the student with experience in applying geometry and trigonometry to machine shop operations. Prerequisite: MAT 1103.

MECHANICAL

MEC 101 Machine Processes F,S 4 Qtr. Hrs. Credit (3-3)

An introductory course designed to acquaint the student with basic hand tools, safety procedures, and machine processes of our modern industry. Includes a study of measuring instruments and characteristics of metals and cutting tools. Familiarization with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming.

MEC 119 Programming for Technicians F,SS 3 Qtr. Hrs. Credit (2-3)

An introduction to BASIC programming in technical applications. Topics include understanding the hardware and software of the microcomputer and writing BASIC programs to solve typical mathematical problems in engineering areas. Prerequisite: MAT 112.

MEC 201 Robotics & Automation F,S 4 Qtr. Hrs. Credit (3-2)
F Evening

An introductory course, which considers the fundamental concepts and applications of robots and computer-aided manufacturing in the work place. It will give students a review of the history, development, and classification of robots, their mechanical and electrical components, sensors, and vision systems. Prerequisite: MAT 111.

MEC 202 CNC Machining Systems W 3 Qtr. Hrs. Credit (2-3)

Study of numerical control and computer-aided numerical control in machining process. The topics covered in this course are control systems, machine tool, drive units, servo components, and programming languages. Prerequisite: MAT 112 or permission of instructor.

MEC 235 Industrial Hydraulics S,.SS 4 Qtr. Hrs. Credit (3-3)
W, S Evening

The basic theories of hydraulic and pneumatic systems. Combinations of systems in various circuits. Basic designs and functions of circuits and circuit components, i.e., motors controls, electrohydraulic servomechanisms, etc.

MEC 236 Fluid Power & Control S 4 Qtr. Hrs. Credit (3-3)
S Evening

A typical study of hydraulics, pneumatics, and their controls. Topics of emphasis include fundamentals of fluid power, integrated electrical controls, electronic controls, pneumatic logic and fluidics. Prerequisites: PHY 104, PHY105.

MEC 1101 Machine Shop F 7 Qtr. Hrs. Credit (3-12)

An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care, and use of basic hand tools and precision measuring instruments. Elementary layout properties and processes of lathe drill press, grinding off-hand, and cutting machines introduced both in theory and practice.

MEC 1101A Machine Shop 2 Qtr. Hrs. Credit (1-3)
F Evening

An introduction of the hand and machine tools used by the machinist, emphasizing the operations of drill presses, lathes, milling machines, and grinders. MEC 1101A, MEC 1101B, and MEC 1101C are equivalent to MEC 1101.

MEC 1101B Machine Shop 2 Qtr. Hrs. Credit (1-3)
W Evening

A study of lathe operations, application of cutting tools, and machining techniques. MEC 1101A, MEC 1101B, and MEC 1101C are equivalent to MEC 1101.

MEC 1101C Machine Shop On Demand 3 Qtr. Hrs. Credit (1-6)

A continuation of MEC 1101B. MEC 1101A, MEC 1101B, and MEC 1101C are equivalent to MEC 1101. Prerequisite: MEC 1101B or permission of instructor.

MEC 1102 Machine Shop W 7 Qtr. Hrs. Credit (3-12)

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. An introduction to the basic operations of the cylindrical grinder. Projects encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout the course. Prerequisite: MEC 1101 or permission of instructor.

MEC 1103 Machine Shop S 7 Qtr. Hrs. Credit (3-12)

Advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology and additional processes and calculating, cutting and measuring of spur, helical, and worm gears and wheels. Use of precision tools and measuring instruments such as vernier height gages, protractors, comparators, etc. Basic exercises on the turret lathe and on the tool and cutter grinder. Prerequisite: MEC 1102 or permission of instructor.

MEC 1103A Machine Shop 2 Qtr. Hrs. Credit (1-3)
S Evening

A study of various types of milling machines and precision grinders, the accessories used and their proper application. MEC 1103A and MEC 1103B are equivalent to MEC 1103. Prerequisite: MEC 1102 or permission of instructor.

MEC 1103B Machine Shop On Demand 5 Qtr. Hrs. Credit (2-9)

A continuation of MEC 1103A. MEC 1103A and MEC 1103B are equivalent to MEC1103. Prerequisite: MEC 1103A or permission of instructor.

MEC 1104 Machine Shop SS 7 Qtr. Hrs. Credit (3-12)

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedure faithfully and establishing good word habits and attitudes acceptable to the industry. Prerequisite: MEC 1103 or permission of instructor.

MEC 1111 Plumbing & Pipefitting On Demand 4 Qtr. Hrs. Credit (2-6)

Study of practices used in the installation and maintenance of the various piping systems within industry. A variety of pipes, valves, fittings, hangers, and plumbing tools will be studied.

MEC 1111A Plumbing & Pipefitting 3 Qtr. Hrs. Credit (2-3)
W Evening

Study of practices used in the installation and maintenance of the various piping systems within industry. A variety of pipes, valves, fittings, hangers, and plumbing tools will be studied. MEC 1111A and MEC 1111B are equivalent to MEC 1111.

MEC 1111B Plumbing & Pipefitting On Demand 1 Qtr. Hr. Credit (0-3)

A continuation of MEC 1111A. MEC 1111A and MEC 1111B are equivalent to MEC1111. Prerequisite: MEC 1111A or permission of instructor.

MEC 1115 Ferrous & Non-Ferrous Metals W 3 Qtr. Hrs. Credit (2-3)

Investigation of the properties of metals and tests to determine their uses. Instructions include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Topics for study: physical metallurgy of ferrous and non-ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steel, classification of steels, and cast iron.

MEC 1117 Introduction to Computer Numerical Control S 2 Qtr. Hrs. Credit (1-3)

An introductory course to acquaint the student with the principles and application of computer numerically controlled machine tools. Numbers language, parts programming, and sequence of operations will be included.

MEC 1118 CNC Machine Operation SS 3 Qtr. Hrs. Credit (2-2)

An introduction to programming, set up, and operation of CNC machines, CNC descriptions, controls, set up data, input, and automatic operations of tool holders will be studied. Safety and machine protection will be stressed.

MEC 1121 Duct Construction W 2 Qtr. Hrs. Credit (1-3)
S Evening

A laboratory course where the student learns duct layout with a miniature duct in the training stage followed by practical problems in sheet metal duct fabrication.

MEC 1131 Electromechanical Maintenance On Demand 7 Qtr. Hrs. Credit (3-12)

This course is to broaden the experience of the student in the areas of electrical and mechanical maintenance. Problems involving various types of equipment will be given to demonstrate the checklist method of maintenance and preventive maintenance. A wide based study in everyday manufacturing problems and solutions will be conducted. Special emphasis will be on interpretation of catalog information and reference material.

MEC 1131A Electromechanical Maintenance 3 Qtr. Hrs. Credit (2-3)
SS Evening

This course is to broaden the experience of the student in the areas of electrical and mechanical maintenance. Problems involving various types of equipment will be given to demonstrate the checklist method of maintenance and preventive maintenance. A wide based study in everyday manufacturing problems and solutions will be conducted. Special emphasis will be on interpretation of catalog information and reference material. MEC 1131A and MEC 1131B are equivalent to MEC 1131.

MEC 1131B Electromechanical Maintenance On Demand 4 Qtr. Hrs. Credit (1-9)

A continuation of MEC 1131A. MEC 1131A and MEC 1131B are equivalent to MEC1131. Prerequisite: MEC 1131A.

MEC 1135 Industrial Organization F 3 Qtr. Hrs. Credit (3-0)

Methods, techniques, and practices of modern management in planning, organizing, and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.

MEDICAL ASSISTING

MED 130 Introduction to Anatomy and Physiology F 4 Qtr. Hrs. Credit (3-2)

Introduction to basic body structure and function with emphasis on the relationship between these structures and functions and the procedures common to health care.

MED 135 Medical Law and Ethics F 3 Qtr. Hrs. Credit (3-0)

A study of the legal and ethical concepts of medical practice including legal relationships of physicians and patients, the nature of contracts, professional liability, licenses and accreditation, malpractice, confidentiality, and the ethical responsibilities of the medical assistants.

MED 140 Introduction to Medical Assisting F 3 Qtr. Hrs. Credit (3-0)

Introduction to the role of the medical assistant including: the history of the profession, professionalism, communication skills, types of medical practice, and medical care health insurance plans.

MED 150 Clinical Medical Assisting I W 6 Qtr. Hrs. Credit (4-4)

An introduction to the clinical aspects of medical assisting including the general housekeeping functions, ordering supplies, medical asepsis, identification of instruments, sterilization procedures, and measuring vital signs. Prerequisite: Admission to Medical Assisting Program

MED 151 Clinical Medical Assisting II S 7 Qtr. Hrs. Credit (3-9)

A continuation of the clinical aspects of medical assisting with emphasis on assisting with routine examinations, specialty examinations, and minor surgery. The student is also introduced to the administration of medications, physiotherapy, diet, and nutrition. Prerequisite: MED 150 and Admission to Medical Assisting Program

MED 160 Administrative Procedures I W 5 Qtr. Hrs. Credit (3-4)

Introduction to the administrative duties of the medical assistant. Topics include patient reception, telephone procedures, appointments, records management, office communications, and mail processing. Medical economics is also emphasized including medical bookkeeping, pegboard, fees and billing, credit laws and collection procedures, banking services, and payroll preparation. Prerequisite: Admission to Medical Assisting Program

MED 161 Administrative Procedures II S 5 Qtr. Hrs. Credit (3-5)

A continuation of MED 160 with emphasis on the processing of health insurance claims including ICD-9-CM and CPT-4 coding. Medicare, Medicaid, Worker's Compensation, Champus, and commercial policies are covered. Prerequisites: MED 160 and Admission to Medical Assisting Program

MED 170 Laboratory Procedures W 4 Qtr. Hrs. Credit (3-2)

Laboratory safety, identification of equipment and supplies, and techniques and purposes of the most frequently used laboratory procedures: urinalysis, hematology, bacteriology, immunology, and biochemistry.

MED 201 Medical Assisting Practicum SS 12 Qtr. Hr. Credit (3-27)

Practical experience in a physician's office or clinic which allows the student to perform the duties of a medical assistant under supervision. The course includes a weekly seminar in which problem-solving approaches are applied to situations encountered in the practicum and the personal and vocational responsibilities of the medical assistant, issues and trends in medical practice and their implications are discussed. Prerequisite: Admission to Medical Assisting Program

MED 220 Symptomatology F 4 Qtr. Hrs. Credit (4-0)

The study of signs and symptoms of common diseases and the appropriate actions to be taken by medical assistants in a medical facility in relation to these signs and symptoms. Prerequisite: Admission to Medical Assisting Program

MED 240 Drug Therapy W 3 Qtr. Hrs. Credit (3-0)

This course focuses on major drugs and/or drug groups, their side effects, interactions with other drugs, and methods of administration. Prerequisite: Admission to Medical Assisting Program

MED 250 Advanced Clinical Concepts S 4 Qtr. Hrs. Credit (3-2)

This course is designed to prepare the medical assistant to assist the physician and to assist in the preparation of patients for advanced diagnostic procedures including chemotherapy, radiation and nuclear medicine, and modification of procedures necessary for pediatric patients. Prerequisite: Admission to Medical Assisting Program

MEDICAL LABORATORY TECHNOLOGY

MLA 101 Introduction to Medical Technology F 3 Qtr. Hrs. Credit (2-3)

Professional and medical ethics are stressed as well as an introduction to the basic techniques of laboratory sciences including laboratory math and specimen collection. Prerequisite: Admission to MLA Program.

MLA 114 Clinical Biochemistry SS 7 Qtr. Hrs. Credit (6-3)

The biochemical products involved in human metabolism, particularly carbohydrates, protein and enzymes; includes the performance of biochemical determinations. Prerequisite: Admission to MLA Program.

MLA 115 Immunohematology S 5 Qtr. Hrs. Credit (4-3)

A study of antigens, antibodies, and the principles involved in their reactions; the genetics of blood factors, blood compatibility testing, and donor processing. Prerequisite: Admission to MLA Program.

MLA 116 Clinical Microbiology I F 4 Qtr. Hrs. Credit (3-3)

A study of the physiology and morphology of medically important bacteria, fungi, and parasites infecting humans; safety procedures for studying microorganisms or their antigens including the preparation and use of various media. Prerequisite: Admission to MLA Program.

MLA 117 Analysis of Body Fluids W 3 Qtr. Hrs. Credit (2-3)

The study of urine formation and urinalysis; importance of the role urinalysis plays in the diagnosis of disease. Other body fluid analyses such as sputum, seminal fluid, transudates and exudates, and gastric fluids are examined. Prerequisite: Admission to MLA Program.

MLA 121 Clinical Hematology W 5 Qtr. Hrs. Credit (4-3)

A study of the formed elements of blood. Prerequisite: Admission to MLA Program.

MLA 136 Clinical Microbiology II S 3 Qtr. Hrs. Credit (2-3)

The physiology and morphology of medically important bacteria, fungi and parasites infecting humans; safety procedures for studying microorganisms or their antigens including the preparation and use of various media. Prerequisite: Admission to MLA Program and MLA 116.

MLA 201 Medical Laboratory Technician Seminar S 3 Qtr. Hrs. Credit (2-3)

Discussion of problems relating to the clinical laboratory. Prerequisite: Admission to MLA Program. Corequisite: MLA 213.

MLA 211 Clinical Applications I F 13 Qtr. Hrs. Credit (0-39)
MLA 212 Clinical Applications II W 13 Qtr. Hrs. Credit (0-39)
MLA 213 Clinical Applications III S 11 Qtr. Hrs. Credit (0-33)

The final three quarters of the MLA Program are spent in one of several hospitals for practical experience in the clinical laboratory, under supervision. During this internship, the student will rotate through all departments of the laboratory; Hematology, Urinalysis, Chemistry, Microbiology, Serology, Blood Bank, and Radioimmunoassay. Emphasis is placed on attaining competency and proficiency in the performance of laboratory procedures, correlating theory with practice, and demonstrating prescribed professional behavior. Clinical experience may be integrated with seminars on campus. Prerequisite: Completion of MLA 100 level courses with a 2.0 average or better.

MEDICAL RECORD

See Health Information Technology

MEDICAL TERMINOLOGY

MED 110 Medical Terminology & Records F 2 Qtr. Hrs. Credit (1-2)
F Evening

An introduction to basic medical terminology and abbreviations focusing on understanding medical records.

MED 120 Medical Terminology F 3 Qtr. Hrs. Credit (3-0)
F Odd Years Evening

An introduction to medical terminology including word roots, prefixes and suffixes, structured around the human body systems. A basic overview of human anatomy and physiology is included.

MED 122 Medical Terminology W 3 Qtr. Hrs. Credit (3-0)
W Odd Years Evening

A continuation of MED 120 with an emphasis on disease, procedural, and diagnostic terms as well as abbreviations. Prerequisite: MED 120

MED 123 Medical Terminology S 3 Qtr. Hrs. Credit (3-0)
S Even Years Evening

A continuation of MED 122. Prerequisite: MED 122

MUSIC

MUS 111 Music Appreciation F,W,S 5 Qtr. Hrs. Credit (5-0)

An introduction to composers and styles of music ranging from the medieval period through twentieth century.

MUS 112-113-114 Class Piano On Demand 2 Qtr. Hrs. Credit (1-2)

Introductory group piano method taught in electronic piano lab. Beginner level through elementary levels. Prerequisite for MUS 113 and MUS 114: Permission of the instructor.

NURSING

NUR 101 Fundamentals of Nursing I F 8 Qtr. Hrs. Credit (5-9)

An introduction to the major concepts permeating the nursing curriculum. The course introduces the nursing process as the tool for meeting individual needs throughout the life span and in various stages of health/ illness. Stress, adaptation, communication, and health maintenance are included. Basic nursing skills are learned in campus labs and practiced in clinical lab sessions. Corequisite: BIO 204, PSY 201.

NUR 101A Fundamentals of Nursing I F 5 Qtr. Hrs. Credit (5-0)

See NUR 101 for description. NUR 101A and NUR 101B are equivalent to NUR 101. Prerequisite: Permission of the nursing faculty.

NUR 101B Fundamentals of Nursing I F 3 Qtr. Hrs. Credit (0-9)

See NUR 101 for description. NUR 101A and NUR 101B are equivalent to NUR 101. Prerequisite: Permission of the nursing faculty.

NUR 102 Fundamentals of Nursing II W 8 Qtr. Hrs. Credit (5-9)

A continuation of NUR 101 focusing upon use of the nursing process in the care of clients of all ages with common deviations from health. Special emphasis is placed on clients receiving medications, undergoing surgery or diagnostic procedures, with neoplastic diseases, or experiencing grief and loss. Campus labs afford opportunities to practice more advanced nursing skills applied in clinical laboratory sessions. Prerequisites: NUR 101, BIO 204. Corequisites: BIO 205, PSY 205, PHM 100.

NUR 102A Fundamentals of Nursing II W 5 Qtr. Hrs. Credit (5-0)

See NUR 102 for description. NUR 102A and NUR 102B are equivalent to NUR 102. Prerequisite: Permission of the nursing faculty.

NUR 102B Fundamentals of Nursing II W 3 Qtr. Hrs. Credit (0-9)

See NUR 102 for description. NUR 102A and NUR 102B are equivalent to NUR 102. Prerequisite: Permission of the nursing faculty.

NUR 103 Nursing Care: Women & Newborns S 8 Qtr. Hrs. Credit (5-9)

A family-centered approach to maternal and newborn nursing is combined with concepts related to the health of women throughout the life span. Prerequisite: NUR 102. Corequisites: BIO 206, PSY 204.

NUR 103A Nursing Care: Women & Newborns S 5 Qtr. Hrs. Credit (5-0)

See NUR 103 for description. NUR 103A and NUR 103B are equivalent to NUR 103. Prerequisite: Permission of the nursing faculty.

NUR 103B Nursing Care: Women & Newborns S 3 Qtr. Hrs. Credit (0-9)

See NUR 103 for description. NUR 103A and NUR 103B are equivalent to NUR 103. Prerequisite: Permission of the nursing faculty.

NUR 200 Psychosocial Nursing SS 6 Qtr. Hrs. Credit (3-9)

Class and clinical content focuses on applying the nursing process with clients of all ages who have common psychosocial health problems. Prerequisites: NUR 103, PSY 204.

NUR 200A Psychosocial Nursing SS 3 Qtr. Hrs. Credit (3-0)

See NUR 200 for description. NUR 200A and NUR 200B are equivalent to NUR 200. Prerequisite: Permission of the nursing faculty.

NUR 200B Psychosocial Nursing SS 3 Qtr. Hrs. Credit (0-9)

See NUR 200 for description. NUR 200A and NUR 200B are equivalent to NUR 200. Prerequisite: Permission of the nursing faculty.

NUR 201 Nursing Adults & Children I SS 7 Qtr. Hrs. Credit (5-6)

Class and clinical content focuses on utilizing the nursing process in caring for individuals of all ages with common bio-psycho-social health problems. A body-systems organizational approach is used. Prerequisite: NUR 103.

NUR 201A Nursing Adults & Children I SS 5 Qtr. Hrs. Credit (5-0)

See NUR 201 for description. NUR 201A and NUR 201B are equivalent to NUR 201. Prerequisite: Permission of the nursing faculty.

NUR 201B Nursing Adults & Children I SS 2 Qtr. Hrs. Credit (0-6)

See NUR 201 for description. NUR 201A and NUR 201B are equivalent to NUR 201. Prerequisite: Permission of the nursing faculty.

NUR 202 Nursing Adults & Children II F 10 Qtr. Hrs. Credit (5-15)

A continuation of NUR 201. Prerequisite: NUR 201.

NUR 202A Nursing Adults & Children II F 5 Qtr. Hrs. Credit (5-0)

See NUR 202 for description. NUR 202A and NUR 202B are equivalent to NUR 202. Prerequisite: Permission of the nursing faculty.

NUR 202B Nursing Adults & Children II F 5 Qtr. Hrs. Credit (0-15)

See NUR 202 for description. NUR 202A and NUR 202B are equivalent to NUR 202. Prerequisite: Permission of the nursing faculty.

NUR 203 Nursing Adults & Children III W 10 Qtr. Hrs. Credit (5-15)

A continuation of NUR 202. Prerequisite: NUR 202.

NUR 203A Nursing Adults & Children III W 5 Qtr. Hrs. Credit (5-0)

See NUR 203 for description. NUR 203A and NUR 203B are equivalent to NUR 203. Prerequisite: Permission of the nursing faculty.

NUR 203B Nursing Adults & Children III W 5 Qtr. Hrs. Credit (0-15)

See NUR 203 for description. NUR 203A and NUR 203B are equivalent to NUR 203. Prerequisite: Permission of the nursing faculty.

NUR 204 Managing Client Care S 13 Qtr. Hrs. Credit (6-20)

Class and clinical content focuses upon synthesizing and applying previously learned concepts to the care of the adult or child with critical or mulitsystem illness. Management/leadership concepts are emphasized and utilized in providing nursing care for small groups of clients. In the lab, students use a variety of strategies including computer-assisted instruction to examine issues relevant to entry into the nursing practice setting. Legal and ethical concerns as well as issues related to licensure and preparation for licensure are addressed.

NUR 204A Managing Client Care S 7 Qtr. Hrs. Credit (6-2)

See NUR 204 for description. NUR 204A and NUR 204B are equivalent to NUR 204. Prerequisite: Permission of the nursing faculty.

NUR 204B Managing Client Care S 6 Qtr. Hrs. Credit (0-18)

See NUR 204 for description. NUR 204A and NUR 204B are equivalent to NUR 204. Prerequisite: Permission of the nursing faculty.

ORAL COMMUNICATIONS

See ENG 140 and ENG 150

ORIENTATION

ORI 101 Employment Orientation On Demand 1 Qtr. Hr. Credit (1-0)

Orientation for employment is to be in conjunction with the cooperative work experience. Review of employer expectations, periodic conference with instructor, employer, and student to review student performance, and evaluation of work experience.

PHARMACY TECHNOLOGY

PHM 101 Introduction to Pharmacy F 3 Qtr. Hrs. Credit (3-0)

An overview of pharmacy practice and the pharmacy technician's role in the health care setting.

PHM 102 Institutional Pharmacy Practice I F 5 Qtr. Hrs. Credit (4-2)

This course introduces the technical procedures necessary for safe and accurate preparation and dispensing of prescription drugs under the supervision of a registered pharmacist in an organized health care setting. The course focuses primarily on unit dose drug distribution, controlled substances, ward stock dispensing, and the formulary system. Corequisites: PHM 101, MAT 150

PHM 103 Institutional Pharmacy Practice II W 5 Qtr. Hrs. Credit (4-2)

This course continues the study of technical pharmacy procedures associated with preparing and dispensing drugs under the supervision of a registered pharmacist. The course focuses on aseptic preparation of sterile products, quality assurance, and use of pharmacy reference materials. Prerequisites: PHM 102, MAT 150. Corequisite: PHM 110.

PHM 104 Community Pharmacy W 5 Qtr. Hrs. Credit (3-6)

The lecture component of this course focuses on over-the-counter drugs and other health care products commonly sold in retail pharmacies. The laboratory component (taught at a local community pharmacy) focuses on prescription processing and pricing, inventory management, and customer service. Prerequisite: PHM 102. Corequisite: PHM 103.

PHM 110 Pharmacology W 3 Qtr. Hrs. Credit (3-0)

Provides an introduction to the most commonly encountered drugs used in several therapeutic categories. Major emphasis is placed on brand/generic name cross-referencing and being able to place a drug into its therapeutic drug class. Side effects, contraindications and disease states are also covered. Prerequisite: MED 120 or permission of the instructor.

PHM 111 Pharmacology S 3 Qtr. Hrs. Credit (3-0)

A continuation of PHM 110. Prerequisite: PHM 110.

PHM 260 Pharmacy Seminar S 2 Qtr. Hr. Credit (2-0)

This course covers the major issues and trends in pharmacy practice by emphasizing the expanding role of pharmacy technicians. Topics include: professional ethics, clinical training, certification review, continuing education, job opportunities, and oral presentations. Corequisites: PHM 261, PHM 262.

PHM 261 Pharmacy Technician Clinical I S 3 Qtr. Hrs. Credit (0-9)

This course is designed to give students experience in a hospital pharmacy setting. It offers the opportunity to practice processing and filling medication orders under the supervision of a pharmacist, filling and exchanging unit-dose medication carts, replacing ward stock, purchasing and stocking of pharmacy drugs and supplies, repackaging drugs into unit dose packages, and handling controlled substances according to hospital procedures. Prerequisite: PHM 103. Corequisites: PHM 111, PSY 221. Students are graded pass/fail.

PHM 262 Pharmacy Technician Clinical II S 3 Qtr. Hrs. Credit (0-9)

In addition to skills emphasized in PHM 261, this course provides an opportunity for the student to prepare sterile pharmaceutical dosage forms using a laminar flow hood in the hospital setting. Students are graded pass/fail.

PHILOSOPHY

PHI 201 Introduction to Philosophy F 5 Qtr. Hrs. Credit (5-0)
On Demand Evening

A study of philosophical issues facing humanity today, including questions concerning reality and appearance, knowledge and belief, justice and equality, faith and reason, determinism and free will, with consideration of the views of classical and modern philosophers.

PHI 202 Introduction to Logic W 5 Qtr. Hrs. Credit (5-0)
On Demand Evening

A study of the basic concepts and techniques for distinguishing between good and bad reasoning. Topics include: deductive and inductive reasoning, validity, soundness, synogism, truth-functions, analogical inference, common fallacies, science vs. pseuodscience.

PHI 203 Ethics S 5 Qtr. Hrs. Credit (5-0)
On Demand Evening

An introduction to ethics through a study of representative moral philosophers and an examination of contemporary moral issues. Topics may include abortion, crime and punishment, social justice, world hunger, business ethics, war, and patriotism.

PHLEBOTOMY

MLA 1101 Basic Concepts in Phlebotomy On Demand 11 Qtr. Hrs. Credit (9-4)

This course involves the study of basic concepts in the areas of health care delivery systems, anatomy and physiology, blood collection equipment, human relations in dealing with patients, collection procedures, infection control, specimen processing, quality control, record keeping, and safety. Various procedures and techniques are practiced in the on-campus laboratory.

MLA 1102 Phlebotomy Clinical Experience On Demand 5 Qtr. Hrs. Credit (1-12)

This course provides the opportunity to gain closely supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. In addition to development of technical expertise, human relation skills in working with patients are stressed. Also provided is instruction in the use of computers for data necessary for performance of phlebotomy procedures.

PHYSICAL EDUCATION
Activity Courses

NOTE: Three physical education activity courses, including PED 100 or PED 150, are required for the Associate in Arts Degree and the Associate in Science Degree. Students with special problems (i.e., health, age) may be exempted from the requirement by presenting a written statement from a medical doctor. Military service does not exempt students from this physical education requirement. All students intending to continue their technical education in a four-year institution are advised to complete this physical education requirement.

PED 100 Fitness for Life F,W,S,SS 1 Qtr. Hr. Credit (0-3)
F, W Evening

A course centered around the development of positive health behaviors through good nutrition, stress management, and a regular program of exercise. There will be special focus on assessment of present fitness levels and design of an individual fitness program.

PED 101 Exercise & Fitness W,S 1 Qtr. Hr. Credit (0-3)
W Evening

An individualized fitness course designed to meet the needs of each learner. The course provides the learner with guidance in setting and achieving realistic fitness goals. Prerequisite: PED 100 or PED 150.

PED 102 Exercise & Fitness W, S 1 Qtr. Hr. Credit (0-3)
W Evening

A continuation of individual exercise programs implemented in PED 101. Emphasis is placed on evaluation of individuals' progress and redefining of goals. Prerequisite: PED 101.

PED 112 Golf On Demand 1 Qtr. Hr. Credit (0-2)

A beginning course in golf emphasizing the basic fundamentals, rules, and etiquette.

PED 117 Beginning Tennis On Demand 1 Qtr. Hr. Credit (0-2)

A course emphasizing the basic strokes, rules, and etiquette of tennis. Major emphasis in skill development is placed on the serve, the forehand, and the backhand. Some emphasis on the volley, lob, and smash. Some time will be devoted to playing singles and doubles.

PED 118 Intermediate Tennis On Demand 1 Qtr. Hr. Credit (0-2)

A continuation of the development of skills acquired in PED 117, Beginning Tennis, with more emphasis on the advanced strokes, and on singles and doubles strategies and play. Prerequisite: PED 117 or permission of the instructor.

PED 119 Badminton W 1 Qtr. Hr. (0-2)

A course covering the basic fundamentals of badminton. Skill development will be stressed including mechanics, basic shots, footwork, and strategy. Singles and doubles competition will be a major part of the class.

PED 120 Volleyball F,W 1 Qtr. Hr. Credit (0-2)

A course emphasizing the basic skills, rules, and etiquette of volleyball. A major portion of the class will be devoted to participation in game situations.

PED 129 Weight Training W, S 1 Qtr. Hr. Credit (0-3)

A course designed to acquaint the student with the basic principles of weight training for the enhancement of muscular strength and endurance. Free weights and variable resistance weight machines will be used to implement individualized programs.

PED 142 Walk, Jog, Run, or Bike S, SS 1 Qtr. Hr. Credit (0-3)

A course covering the basic concepts involved in safely and effectively improving cardiovascular health through jogging, walking, jumping rope, cycling, aerobic dance, and other aerobic activities.

PED 143 Backpacking S 1 Qtr. Hr. Credit (0-2)

This class is oriented toward developing an awareness of the environmental impact one has when hiking and camping in the forest and toward learning methods of decreasing and/or eliminating that impact. Concepts included are equipment and conditioning, compass and map reading, first aid, accident prevention, low impact camping techniques, and actual field experience.

PED 147 Rhythm Aerobics S 1 Qtr. Hr. Credit (0-3)

A course designed to combine exercise with music to develop cardiovascular fitness. Exercise, dance, circuit training, and jump rope routines will be stressed.

PED 150 Special Physical Education F,W,S, SS 1 Qtr. Hr. Credit (0-3)

A course designed to satisfy the physical education needs for the individual with a temporary or permanent disability. This course may be used in lieu of PED 100 or as an elective course for handicapped individuals in the vocational and technical programs. Disabled students may select activities in keeping with their needs, performance ability, and interests.

PHYSICS

See Biology and Chemistry

PHY 104 General Physics I F 4 Qtr. Hrs. Credit (3-3)
On Demand Evening

Basic principles of mechanics including measurements; statics; kinematics of translation and rotation; work, energy, and power; and momentum and impulse. Prerequisites: MAT 111 and either MAT 112 or high school trigonometry.

PHY 105 General Physics II W 4 Qtr. Hrs. Credit (3-3)
On Demand Evening

Topics include fluid mechanics, thermodynamics, gas laws, heat engines, electricity, magnetism, and simple AC and DC circuits. Prerequisite: PHY 104.

PHY 106 General Physics III S 4 Qtr. Hrs. Credit (3-3)
On Demand Evening

Topics include wave motion, sound, light, special theory of relativity, and atomic and nuclear structure. Prerequisite: PHY 105.

PHY 111 Technical Physics S 4 Qtr. Hrs. Credit (3-2)
S Evening, Even Years

A study of (1) elementary mechanics which includes the principles of translation, force, work, wave motion, energy, and power; (2) basic fluid mechanics; and (3) fundamentals of electricity and magnetism. Emphasis is on measurement and application. Lab experiments will be used to reinforce concepts learned in class. Prequisite: MAT 1101 or MAT 091 or permission of instructor.

PHY 202 General Physics with Calculus II W 5 Qtr. Hrs. Credit (4-3)

Topics include fluid mechanics, thermodynamics, gas laws, heat engines, electricity, magnetism, and simple AC and DC circuits. Prerequisite: PHY 201.

PHY 203 General Physics with Calculus III S 5 Qtr. Hrs. Credit (4-3)

Topics include wave motion, sound, light, special theory of relativity, and atomic and nuclear structure. Prerequisite: PHY 202.

PHY 1101 Applied Physics F,S 4 Qtr. Hrs. Credit (3-2)

An introduction to physical principles and their application in industry. Topics in this course include measurements, properties in solids, liquids, gases, and basic electrical principles.

PHY 1102 Applied Physics SS 4 Qtr. Hrs. Credit (3-2)

The second in a series of three courses of applied physical principles. Heat and thermometry and principles of force, motion, work, energy, and power.

PHY 1113 Applied Physics S 4 Qtr. Hrs. Credit (3-2)

The final course of the applied science sequence consisting of PHY 1101, PHY 1102, and PHY 1113. This course provides an introduction to electronics and instrumentation, semiconductor devices, light and optical devices, with an introduction to radioactivity and nuclear physics. Prerequisites: PHY 1101, PHY 1102.

PHY 1120 Applied Physics W 4 Qtr. Hrs. Credit (3-2)

A survey of the basic concepts of physical science beginning with the structure of matter and the properties of solids, liquids, and gases. The basic concepts of motion, energy, gravitation, and simple machines are presented, and the fundamental principles of hydraulics, electricity, heat, sound, and optics are introduced.

PHY 1122 Applied Physics SS 4 Qtr. Hrs. Credit (3-2)

An introduction to physical principles and their application in the automotive industry. Topics in this course include systems of measurement, fundamentals of basic electricity and magnetism, and their application to automotive electrical systems.

PLASTICS MANUFACTURING TECHNOLOGY

PLA 110 Plastics and Elastomers W 4 Qtr. Hrs. Credit (3-3)

Survey of types and basic chemistry of organic polymers including thermoplastics, thermoset plastics, thermoset elastomers, and thermoplastics elastomers. Laboratories will introduce students to the physical and rheological properties of polymers. Corequisite: CHM 100 or equivalent.

PLA 115 Plastics Industry F 3 Qtr. Hrs. Credit (3-0)

This course provides an overview of the plastics processing industry. Comparisons will be made to the polymer production industry, non-plastic manufacturing industries, and to other related industries such as the textile industry. The concepts of industrial safety, environmental regulations and Total Quality Management will be introduced. This course will also help the student discover the nature of plastics processors including size, work environment, and typical employment possibilities.

PLA 120 Polymer Processing Survey S 4 Qtr. Hrs. Credit (3-3)

An introduction to polymer processing techniques. Injection molding, extrusion techniques, injection and extrusion blow molding, and vacuum forming will be covered. The principles of Total Quality Management, self-directed work groups, and industrial safety will be practiced.

PHY 201 General Physics with Calculus I F 5 Qtr. Hrs. Credit (4-3)

An analytical and quantitative study of classical physics employing the calculus approach. Basic principles of mechanics including measurements; statics; kinematics of translation and rotation; work, energy, and power; and momentum and impulse. Corequisite: MAT 200

PLA 235 Injection Molding SS 6 Qtr. Hrs. Credit (3-9)

An in-depth study of the flow characteristics and physical state properties of polymers as they relate to injection molding of plastics. Laboratories will allow extensive experimentation in physical properties and melt processing. The principles of Total Quality Management, self-directed work groups, and industrial safety will be practiced in the lab environment. Prerequisite: PLA 120.

PLA 245 Mold Design/Maintenance F 6 Qtr. Hrs. Credit (4-6)

An extensive review of good mold design principles. Laboratories will cover assembly, cleaning, and repair of injection molds. The principles of Total Quality Management, self-directed work groups, and industrial safety will be practiced in the lab environment. Prerequisite: PLA 235.

PLA 247 Mold Flow W 4 Qtr. Hrs. Credit (3-3)

This course provides the student with a thorough understanding of injection mold design and filling processes. An overview of polymer rheology flow and thermal properties serves as an introduction to concepts associated with filling an injection mold with plastics materials. A majority of the course is devoted to application of mold filling simulation software, primarily Mold Flow. Mold Flow is used in the course to perform detailed flow analyses and mold design. The principles of Total Quality Management, self-directed work groups, and industrial safety will be practiced in the lab environment. Prerequisites: PLA 245, DFT 102.

PLA 248 Extrusion W 6 Qtr. Hrs. Credit (4-6)

This course provides a detailed study of plastics extrusion processing. Different extrusion types such as profile, blown film, co-extrusion, twin-screw, and reaction extrusion will be covered. Additional study will include barrel design, screw geometry and design, and die design. Off-line equipment for take-off, conversion, and material handling will also be topics of study. The student will spend laboratory time working with extrusion equipment. The principles of Total Quality Management, self-directed work groups, and industrial safety will be practiced in the lab environment. Prerequisite: PLA 120.

PLA 249 Advanced Plastics Manufacturing Processess S 6 Qtr. Hrs. Credit (4-6)

Advanced polymer manufacturing processes are covered with emphasis in areas other than injection molding. These will include blow molding, thermal forming, and vacuum forming. Field trips to various plastic industries will provide experience with current manufacturing processes. The principles of Total Quality Management, self-directed work groups, and industrial safety will be practiced in the lab environment. Prerequisite: PLA 120.

POLITICAL SCIENCE

POL 201 American National Government F,S,SS 5 Qtr. Hrs. Credit (5-0)
F,SS Evening

A study of American national government, including the U. S. Constitution, federalism, elections, the powers and functions of the legislative, executive, and judicial branches, civil liberties, foreign policy, and national defense.

POL 202 State & Local Government W 5 Qtr. Hrs. Credit (5-0)
W Evening

A study of the origin and development of state and local governments in the United States with particular emphasis upon North Carolina.

PSYCHOLOGY

PSY 201 General Psychology F,W,S,SS 5 Qtr. Hrs. Credit (5-0)
F,SS Evening

An introductory course and prerequisite for all other courses in psychology. Students will investigate various areas of specialization within psychology, such as learning, motivation, emotion, memory, perception, personality, human development, social psychology, and abnormal behavior.

PSY 204 Abnormal Psychology* S 5 Qtr. Hrs. Credit (5-0)

A study of the historical background of abnormal psychology, personality development and adjustment, and disorders of psychogenic origin. Also included are disorders associated with brain pathology and mental deficiencies; etiology, modern methods of diagnosis, treatment, and prevention. Prerequisite: PSY 201.

PSY 205 Developmental Psychology* W, On Demand 5 Qtr. Hrs. Credit (5-0)

A study of the major developmental trends and issues throughout the human life span including physical, cognitive, emotional, and social development. Prerequisite: PSY 201.PSY 221 Applied Psychology

PSY 221 Applied Psychology S,SS 3 Qtr. Hrs. Credit (3-0)
S Odd Years Evening

A study and application of the principles of psychology to work and personal life, including such topics as learning, motivation, emotion, memory, decision making, problem solving, and interpersonal relations. Other topics will include stress management, leadership, conflict resolution, and communication.

PSY 1101 Human Relations S,SS 3 Qtr. Hrs. Credit (3-0)
F Evening

A study of the basic principles of human behavior as they relate to work. Emphasis will be on problems of the individual as a member of the work group, and other relationships among people on the job. Topics will include problem solving, decision making, leadership, motivation, emotion, conflict resolution, and communication.

Students planning to transfer should check the catalog of the senior institution which they plan to attend for allowable credit for these courses.

READING

REA 091 Developmental Reading F,W,S,SS 0 Qtr. Hrs. Credit (3-0)
F,W,S,SS Evening

A course designed to improve reading skills including comprehension, vocabulary, and speed. Developing effective reading habits and study skills will also be included. Individualized and group activities may include computer-assisted instruction. The student must demonstrate specified level of reading competency for successful completion and may re-enroll as needed without grade point penalty.

REA 092 Reading Skill Improvement On Demand 0 Qtr. Hr. Credit (3-0)

A reading improvement course for the student who wants to enhance his/her reading skills. The course will focus on basic reading skills related to vocabulary, comprehension and rate (speed). Content includes context clues, structural analysis, dictionary skills, main idea, purpose, point of view and critical reading. Prerequisite: Successful completion of REA 091 or exemption from REA 091 through placement testing.

REA 1101 Reading Improvement F 2 Qtr. Hrs. Credit (2-0)
F Evening

A reading improvement course designed to increase comprehension and vocabulary skills. The student will explore vocabulary specific to his/her program of study and will utilize prefixes, suffixes, and word roots to assist in understanding new words. Content also focuses on improving reading comprehension through practice of specific skills such as reading for main idea, identifying context clues, and assessing point of view.

REA 1102 Reading Improvement F 3 Qtr. Hrs. Credit (3-0)
F Evening

A reading improvement course designed to increase comprehension and vocabulary skills. The student will explore vocabulary specific to his/her program of study and will utilize prefixes, suffixes, and word roots to assist in understanding new words. Content also focuses on improving reading comprehension through practice of specific skills such as reading for main idea, identifying context clues, and assessing point of view.

RELIGION

REL 201 Old Testament On Demand 5 Qtr. Hrs. Credit (5-0)

A general survey of the Old Testament tracing the theological and literary development of Israel as a community, relying upon the primary text of the Old Testament and insights from history and archaeology.

REL 202 New Testament On Demand 5 Qtr. Hrs. Credit (5-0)

A general survey of the New Testament literature including the Hellenistic background, the life and teachings of Jesus, the growth and faith of the Church, and the letters of Paul and other apostles.

REL 203 Contemporary World Religions On Demand 5 Qtr. Hrs. Credit (5-0)

A comparative study of the major religions of the world. This course examines the developments of religion from the beginning to the present, noting elements that all have in common and that may be peculiar to each.

SAFETY

SAF 102 Industrial Safety S 3 Qtr. Hrs. Credit (3-0)
S Even Years Evening

This course explores personnel, management, and supervisory responsiblity in the following areas: fire and accident prevention; investigation and reporting; personal protective equipment; OSHA regulations; local, state, and federal laws concerning workplace safety and hazardous materials; first aid; and the use of safety committees.

SCIENCE

See Biology, Chemistry, and Physics

SOCIOLOGY

SOC 201 Principles of Sociology F,W,S,SS 5 Qtr. Hrs. Credit (5-0)
F,W, SS Evening

Fundamental concepts and general principles of sociology with emphasis on the scientific study of human groups and their influence on human behavior. Topics include social institutions, population study, human ecology, culture, human nature and personality, social interaction and stratification, social change, and social power.

SOC 202 Social Problems W 5 Qtr. Hrs. Credit (5-0)

A study devoted to the dynamics of change in society and subsequent problems, identification of major social problems, and the consequent disorganizing effects of these problems on such areas of social life as ecology, intergroup reactions, and institutional and interpersonal reactions. Prerequisite: SOC 201.

SOC 203 Marriage & the Family S 5 Qtr. Hrs. Credit (5-0)
S Evening

A study of the social, psychological, and cultural aspects of the institutions of marriage and family relations. Consideration of the family from its historical development and its adaptation to a changing culture. Attention is given to theory and applied aspects of marriage and family.

SPANISH

SPA 101-102-103 Elementary Spanish F,W,S 4 Qtr. Hrs. Credit (4-0)

A natural approach. Emphasis on communication and acquisition of vocabulary through meaningful input. Introduction to reading of natural texts and elementary composition. Prerequisites: SPA 101 should precede SPA 102; SPA 102 should precede SPA 103.

SPA 104-105-106 Intermediate Spanish F, W, S 4 Qtr. Hrs. Credit (4-0)

Thorough review of grammar, composition, and comprehension skills. Emphasis on reading of natural texts and improved composition. Acquisition of more complex vocabulary. Prerequisite: SPA 103, two years high school Spanish, or permission of the instructor.

SPA 204-205 Advanced Spanish W-S 5 Qtr. Hrs. Credit (5-0)

A study of Spanish culture as seen through representative literary works. Practice in composition and oral communication. Prerequisite: SPA 106 or satisfactory placement.

STUDENT SUCCESS SKILLS

STS 103 Student Success Skills F,W,S,SS 3 Qtr. Hrs. Credit (3-0)
Evenings

This course enhances a student's success in college by improving skills in listening, note taking, and test taking. Learning to use the library is also emphasized. The course also assists the student in personal goal setting and time management. DCCC offers STS 103 each quarter to assist students in developing sound study techniques that can improve memory and concentration and reduce stress and anxiety associated with testing.

STS 114 Tutor Training F,W,S 2 Qtr. Hrs. Credit (1-2)

This course is designed to help sharpen the skills of prospective peer tutors so that they may more effectively serve the needs of the students and learn more themselves about their content area. Class activities will center around interpersonal skills, one-on-one instruction, computer training, problem-solving activities, and lab experience in campus classrooms, science and skills labs, and the Individualized Instruction Center. Course may not be used to meet the minimum credit hours for a diploma or degree. Prerequisite: Permission of instructor.

WELDING

WLD 1101 Gas Welding S,SS 2 Qtr. Hrs. Credit (1-3)
S Evening

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable. Oxyacetylene equipment will be stressed.

WLD 1120 Oxyacetylene Welding F 7 Qtr. Hrs. Credit (3-12)

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units, welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

WLD 1120A Oxyacetylene Welding 2 Qtr. Hrs. Credit (1-3)
F Evening

Introduction to the principles of oxyacetylene welding and cutting, nomenclature of the equipment, assembly of units, welding procedures such as practice of puddling and running beads. Practical application of oxyacetylene welding will be emphasized throughout the course. WLD 1120A, WLD 1120B, and WLD 1120C are equivalent to WLD 1120.

WLD 1120B Oxyacetylene Welding 2 Qtr. Hrs. Credit (1-3)
S Evening

A continuation of WLD 1120A. WLD 1120A, WLD 1120B, and WLD 1120C are equivalent to WLD 1120.

WLD 1120C Oxyacetylene Welding On Demand 3 Qtr. Hrs. Credit (1-6)

A continuation of WLD 1120B. WLD 1120A, WLD 1120B, and WLD 1120C are equivalent to WLD 1120. Prerequisite: WLD 1120B or permission of instructor.

WLD 1121 Arc Welding W 7 Qtr. Hrs. Credit (3-12)

The operation of AC and DC arc welding sets. Studies of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Emphasis on safety procedures in the use of tools and equipment.

WLD 1121A Arc Welding 2 Qtr. Hrs. Credit (1-3)
W Evening

A study of AC and DC arc welding sets in joining various metal alloys by the arc welding process. Practical application and safety procedures are emphasized throughout the course. WLD 1121A and WLD 1121B are equivalent to WLD 1121.

WLD 1121B Arc Welding On Demand 5 Qtr. Hrs. Credit (2-9)

A continuation of WLD1121A. WLD 1121A and WLD 1121B are equivalent to WLD1121. Prerequisite: WLD 1121A or permission of instructor.

WLD 1123 Inert Gas Welding S 2 Qtr. Hrs. Credit (1-3)
S Evening

Introduction and practical operations in the use of inert-gas-shield arc welding. A study of the equipment, safety and practices in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filter rods, process variations and applications, manual and automatic welding. Prerequisite: WLD 1101 or WLD 1120 or permission of instructor.

WLD 1124 Pipe Welding S 7 Qtr. Hrs. Credit (3-12)

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII or IX of the ASME code. Prerequisite: WLD 1121 or permission of instructor.

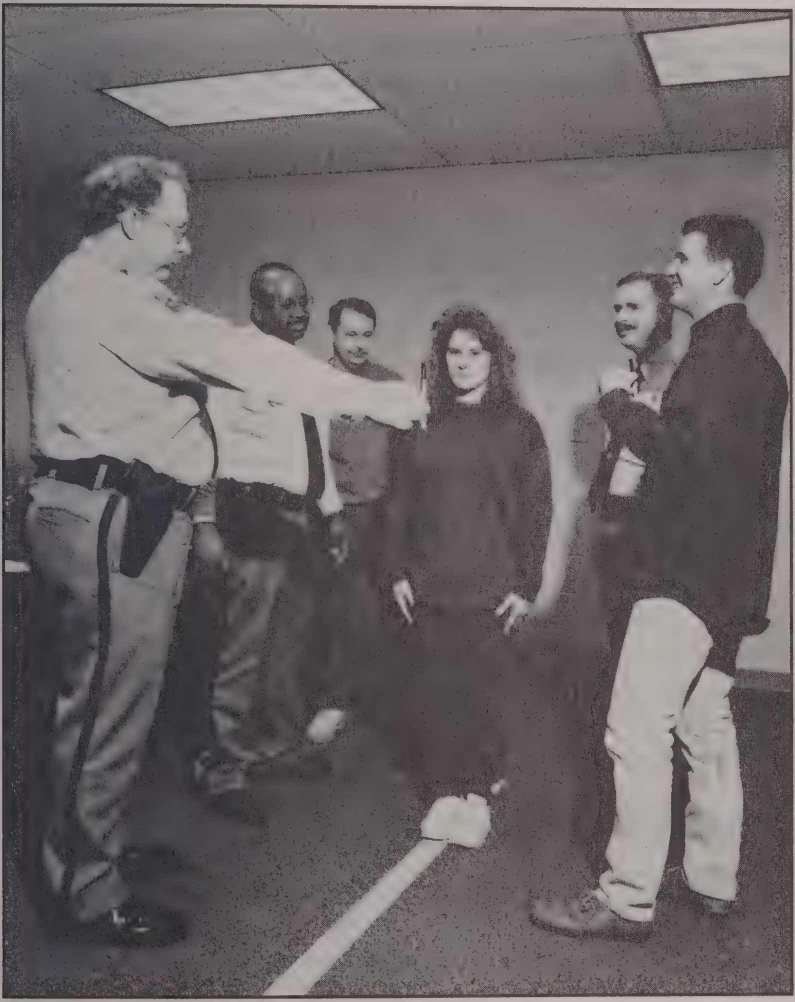
WLD 1124A Pipe Welding 4 Qtr. Hrs. Credit (2-6)
SS Evening

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII or IX of the ASME code. WLD 1124A and WLD 1124B are equivalent to WLD 1124.

WLD 1124B Pipe Welding On Demand 3 Qtr. Hrs. Credit (1-6)

A continuation of WLD1124A. WLD 1124A and WLD 1124B are equivalent to WLD1124. Prerequisite: WLD 1124A or permission of instructor.

Continuing Education Programs



CONTINUING EDUCATION PROGRAMS

General Information

Continuing Education is that division of the College which provides the adult with opportunities to return to school by choosing from a wide variety of non-credit programs the course or courses most suited to individual needs. These courses are practical in nature and are based on one's needs, goals, and/or lifestyles regardless of previous education and training experience. The courses are open to all adults 18 years of age and older. Persons 16 - 18 years of age may be admitted upon submission, at registration, of written approval from the appropriate school system. A high school diploma is not required for enrollment in most non-credit courses.

Education and training opportunities are provided through courses which train for job advancement and/or skill building that can enhance one's present career or prepare for entry into a new one. In addition, many courses of general and personal interest are offered which assist adults in better understanding their roles in today's changing world.

Continuing Education courses are offered both on campus and off campus wherever suitable facilities for a specific program are available. The majority of adult courses are held during the evening hours, but programs may be scheduled for the convenience of those adults participating.

Each quarter a large number of regularly scheduled classes covering many subject areas are provided. In addition numerous workshops, seminars, and courses are scheduled to meet special needs and interests. Adults are encouraged to call or write to the Continuing Education Division to obtain information about current programs or to offer suggestions regarding individual or group needs which the college might meet.

General Interest Continuing Education Courses

Through the wide range of general interest courses, area adults have the opportunity to attain skills for personal use and to broaden their general education through cultural enrichment. Through participating in Continuing Education courses, individuals can explore new interests, attain new skills, further develop previously acquired skills, and pursue study in many different areas, thereby enhancing the value of the enjoyment derived from leisure time. A broad range of courses, covering topics from Cake Decorating and Piano to Communicating with the Deaf, are available, wherein adults enjoy the opportunity for creative expression, learn cooperatively from persons who share similar interests and talents, and increase their ability to effectively utilize resources.

Continuing Education classes are classified as "non-credit" courses, meaning they do not earn college credit hours and generally require no prerequisites for entrance. A brief list below is intended to serve only as a sample of the courses which are offered each quarter. Classes are formed on a continual basis as interests and needs are determined for interested persons 18 years of age and above.

Activity Coordinator Training
Administrative Skills for the Manager
Brick Masonry
Communication Skills for Managers
Conflict Management
CPR (Cardiopulmonary Resuscitation)
Criminal Justice In-Service Training
Delegation
Electrical Contractor License Preparation
Electrical Maintenance
Emergency Medical Technician (EMT)
Fire and Rescue Training
First Aid
Floral Design & Arrangement
Fork Lift Operator
Heating & Air Conditioning Contractor License Preparation
Human Behavior
Income Tax for Laypersons
Insurance Pre-Licensing
Interior Decorating
Landscape Design
Leadership Skills for Managers
Lotus 1-2-3
Memory Skills
Notary Public Training (must be 18 years old)
Nursing Assistant Training
Real Estate for Salespersons
Record Keeping for Small Business
Self-Managed Work Teams
Sign Language
Small Business Management
Small Engine Repair
Stocks, Bonds & Investments
Stress Management
Supervision
Tax Planning for Business

Time Management
Typing
Woodworking Fundamentals
WordPerfect
Word for Windows

Criminal Justice Training

Citizens of the Piedmont Triad region are served by a large criminal justice community including local and state law enforcement agencies, the Division of Prisons, and the Division of Adult Probation and Parole. The College offers a wide spectrum of courses to address the educational and training needs of the criminal justice professional.

The College offers a number of courses which are mandated by the State of North Carolina for criminal justice personnel. One of these, the Basic Law Enforcement Training program, is offered to law enforcement officers in North Carolina. Students graduating from the program can receive college credit for their course work toward the criminal justice associate degree. Upon successful completion, graduates are eligible to be tested and certified as law enforcement officers by the North Carolina Criminal Justice Education and Training Standards Commission and/or the N. C. Justice Officers Education and Training Standards Commission. Other mandated course offerings include:

General Instructor Certification
In-Service Firearms Training and Qualification
Chemical Tests for Alcohol Certification & Recertification
Radar Operator Training & Recertification
Unarmed Self-Defense (DOC & DAPP)

In-service training programs are offered to enhance the career and personal development of criminal justice professionals. The North Piedmont Criminal Justice Regional Coordinating Center, one of six such centers in North Carolina, provides advanced, high quality, state-of-the-art training in response to the ever-changing needs of the criminal justice community.

Fire and Rescue Training

The growing Piedmont area of North Carolina requires the expansion of fire fighting and rescue units and an upgrading of fire personnel. The need for better trained personnel knowledgeable in the latest techniques is met through training provided by the Public Safety Services Division of the college. There is no charge for these courses to fire and rescue personnel.

Fire Service Training sessions are often held in the local fire and rescue departments, allowing men and women to be trained as an organized group utilizing equipment they would ordinarily use in controlling a fire scene.

Some of the more popular fire and rescue classes include:

Advanced Rescue Technician
Basic Rescue Technician
Confined Space Rescue
CPR & First Aid
Fire Apparatus Practices
Firefighting Procedures
Fire Stream Practices
First Responder
Handling Hazardous Materials
High-Level Rappelling
Introduction to Fire Fighting
Ladder Practices
Portable Fire Extinguishers
Protective Breathing Equipment
Rescue Techniques
Rope Practices
Salvage and Overhaul Practices
Trench Rescue
Vehicle Extrication
Ventilation Breathing Equipment

Emergency Medical Training

Accidents and illnesses often strike suddenly and without warning. The quick response of persons trained in emergency medical care can mean the difference between life and death. In response to the need for pre-hospital emergency care, the Public Safety Services Division provides training in basic first aid and cardiopulmonary resuscitation (CPR) for the general public in addition to providing intensive emergency medical courses designed for professional EMS personnel. Emergency medical courses are offered at day care centers, churches, area industry, nursing homes, schools, rescue squads, fire departments, and on the college campus.

Emergency medical training is provided in the following areas:

ACLS Instructor
Advanced Cardiac Life Support
Basic Trauma Life Support
Cardiopulmonary Resuscitation (CPR)

CPR Instructor
CPR Recertification
Emergency Medical Technician - Basic
Emergency Medical Technician - Intermediate
Emergency Medical Technician - Refresher
Emergency Medical Technician - Continuing Education
Emergency Medical Technician - Paramedic
Emergency Patient Care
First Aid, CPR, and Infection Control
First Aid for Day Care Workers
First Responder
PALS Instructor
Paramedic Continuing Education
Pediatric Advanced Life Support

Seminars and Workshops

As the need for seminar programs increases, and as better training materials and equipment become available, many opportunities for group learning experiences are arranged through the Continuing Education Division. At various times the college either sponsors or co-sponsors special seminar type programs which are offered in an effort to create a highly concentrated emphasis on a particular subject area. Suggestions and recommendations from the business and industrial community are encouraged for the planning and scheduling of these programs.

The college is host to a number of local and state groups that conduct seminars and conferences. The centrally located campus is ideal for one day or week long conferences. Lodging facilities and restaurants are located nearby for the out of town conferee.

Services for New and Expanding Industries

As new industries come to North Carolina, and as existing industries expand operations, thereby creating additional jobs, the State offers employee training through the community college system. Under this program, new or prospective employees are trained to function in the direct production jobs thus created.

This training is offered at no cost to the industry or employee for qualified industries. Such training is not of a general nature; instead, it is directed toward the particular jobs within a given company and its individual needs. Because each company has its own unique philosophies and practices, corporate personality traits, and needs which will be reflected in its approach to manpower training, a separate and distinct training program is usually designed for each industry.

The program is designed to equip the individual employee with the skills and knowledge to qualify for the jobs being created. It is administered jointly by the college and the North Carolina Department of Community Colleges Business and Industry Services Division. Industrial training specialists from regional offices are assigned geographically throughout the state to assist the college in the design and administration of these special programs.

Training new employees should be only the introductory phase of a continuing and mutually beneficial association between the college and the industry. Many additional educational and training opportunities are available to employers through the college.

Additional information on this program can be secured from the program coordinator responsible for industrial services at the college.

Supervisory Training and Management Development Program

Some of the supervisory training and management development programs now available are listed below. The courses are designed to offer practical applications to current needs of business and industry as they enhance personal growth and development on the job.

The list represents only some of the more popular courses and special programs available through the Continuing Education Division to businesses and industries in the area:

Administrative Skills for the Manager
The Art of Motivating People
Communication Skills
Conflict Management
Employee Evaluation and Interviewing
Human Relations
Industrial First Aid & CPR
Industrial Safety
Interpersonal Skills for the Manager
Introduction to Microcomputers
Performance Management
People Smarts
Personal Skills for the Manager
Principles of Supervision
Supervisory Skills for the New Manager
Time Management

These courses are scheduled based on needs expressed from the business and industrial community. They usually meet on the campus once each week for two or three hours per session. Many of the courses can be implemented with on-site training programs. The courses may not earn college credit; however, certificates may be awarded to persons satisfactorily completing a course and maintaining a minimum of 80 percent attendance.

Service to Business and Industry

In addition to regularly scheduled offerings, a wide variety of quality programs are available through the college to persons employed in business and industry. These include special courses, work-related seminars, on-site courses, training program supplements, and guided workshops.

Covering almost every key element of the supervisory job, these programs are practical in nature and give the supervisor, manager, or would be leader newly acquired knowledge and skills which can be applied to the job immediately.

The programs are recommended for business and industrial personnel and are designed to upgrade job skills and enhance supervisory or managerial development. Business and industrial representatives are encouraged to inquire into the availability of these programs, which can be held on campus or at a particular business or industry.

On-site training programs for the skilled as well as production worker programs are becoming more popular. These may be coordinated through the Continuing Education or Engineering and Mechanical Technology Division of the college and tailored to meet existing needs. There is no single rule for developing these programs except to accomplish the goal of producing a better worker, supervisor, or managerial staff.

Programs of this nature are considered to be an investment in the future potential and development of the effective worker or manager. This development will, in turn, pay rich dividends to those individuals or organizations taking advantage of such training.

Specific training programs and services for business and industry are also available through the Small Business Center and the Focused Industrial Training Center.

Small Business Center

Davidson County Community College's Small Business Center is a service available to the residents of Davidson and Davie counties. The Center is designed to help business owners and prospective owners by offering education and training, resources and information, counseling and referral, and other technical/managerial assistance.

Business owners or prospective business owners who would like assistance or more information should contact the Small Business Center Director at the College.

Focused Industrial Training

Focused industrial training programs provide for the assessment of needs for training and for customizing training programs for skilled and semi-skilled workers employed in industrial-type occupations and the traditional trades. Emphasis is placed on training for machine metalworking occupations and industrial maintenance workers.

Focused industrial training classes are designed for specific groups of workers who need additional skills and technical knowledge and also for workers who need to update their skills because of technological changes. Classes are jointly planned by the institution and the industry or industries to be served and are intended to provide for training that cannot be provided by other existing occupational programs.

For more information on focused industrial training programs, interested persons should contact the Chairperson of the Continuing Education Division at the College.

General Contractor License Preparation

A course for General Contractor and/or Residential Building Contractor license preparation is offered. This course provides the practical preparation useful to one planning to sit for state licensure. Begun when state law mandated that builders hold state license when building structures valued at $35,000 or more, the course has received full endorsement of the N. C. Licensing Board for Building Contractors. It is open to all interested persons and, as in other Continuing Education courses, a high school diploma is not required for admission. Courses are also offered for electrical, heating and air conditioning, and plumbing contractor license preparation.

Insurance Institute for Agents/Salesmen

The college is an approved site for the "Insurance Institute", a pre-licensing education program sponsored by the N. C. Department of Insurance. Two separate courses constitute the pre-licensing program: (1) Life, Accident, and Health Insurance, for persons seeking licensure in life, accident, and health insurance and (2) Property and Casualty Insurance, for persons seeking licensure in property (fire) and liability insurance. The course(s) of one's choice is required by the Department of Insurance and must be successfully completed before taking the required State Licensing Exam. A 100% attendance rate is required in addition to an average grade of 80 for successful completion.

Real Estate Program

The Real Estate pre-licensing training, Fundamentals of Real Estate, is approved by the North Carolina Real Estate Licensing Commission.

The course consists of 66 classroom hours, the successful completion of which qualifies the student to sit for the Licensing Examination for Salesman license. An 80% attendance rate is required in addition to a final grade of 85 for successful completion.

Courses in Real Estate Law, Brokerage Operations, and Finance are available on an annual basis or upon sufficient demand.

Cost of Enrolling in Continuing Education Programs

Continuing Education course fees are based on the category in which a particular course is placed.

FEE CATEGORIES

Community Service Programs	Fees are variable but usually range from \$20 - \$50 per course
Occupational Extension Courses	\$35 per course

Fees are due and payable to the college at the first class session.

Job related courses for law enforcement personnel, firefighters, emergency medical or rescue personnel (paid or volunteer)	No Charge
Adult High School Diploma Program students	No Charge

ABE (Adult Basic Education) students	No Charge
Human Resource Development (HRD) students	No Charge
Senior citizens, 65 years of age and older	No Charge
General Educational Development (GED)	$7.50 Testing Fee

Teacher Certificate Renewal Programs

The Continuing Education Division works closely with local public school administrative agencies in providing non-college credit workshops and courses which can be used by teachers for certificate renewal. Such programs are planned on the basis of teachers' needs to provide instruction which will directly improve performance in the classroom. Providing these programs locally serves not only to greatly decrease the cost to the teacher and to make the participation in renewal classes much more convenient, but also ensures that programs planned cooperatively with local school systems are relevant and worthwhile to participating teachers. Throughout the year, and especially during the summer, renewal programs are offered in a significant range of subject areas.

Continuing Education for Nurses

Programs are planned to assist registered nurses (RNs) in learning new skills, improving and updating previously acquired competencies, and exploring many challenging questions and facets related to the nursing profession today.

Programs are also available for persons wishing to complete Nursing Assistant I and Nursing Assistant Refresher training for state certification.

Personnel of the College

FACULTY & STAFF

BOARD OF TRUSTEES

COLLEGE FOUNDATION

FACULTY AND STAFF

Adams, William H. (1969) .... Chairperson, Continuing Education
B.S., M.Ed., Ed.D North Carolina State University; Mississippi State University; Tennessee Technological University; Virginia Polytechnic Institute; and A & T State University.

Akers, Patricia A. (1976) .... Assistant to the Dean, Instructional Services
B.S. Mary Washington College; M.Ed. in Physical Education, Ed.D., University of North Carolina at Greensboro.

Allen, Harvey J. (1977) .... Maintenance Mechanic

Anthony, G. Michael (1973) .... Coordinator, Learning Technology Services
B.A., Elon College; Additional studies at Alamance Community College, University of North Carolina at Greensboro, and the Video Production Institute.

Banks, Teressa W. (1987) .... Faculty, Nursing
A.A.S. Beaufort County Community College; B.S.N. Western Carolina University; M.S.N. University of North Carolina at Charlotte; Ph.D. North Carolina at Greensboro.

Barrett, Ronald B. (1969) .... Faculty, Biology
B.A. Lander College; M.Ed. University of Florida; Additional studies at the University of Georgia, University of North Carolina, and University of Maine.

Beaver, Ronald R. (1967) .... Faculty, Physical Education
A.B. Lenoir Rhyne College; M.A.T. University of North Carolina at Chapel Hill.

Bell, Mary Lou (1992) .... Director, Small Business Center
B.A. Queens College; M.Ed. University of North Carolina at Charlotte; Additional studies at North Carolina State University.

Benfield, Jeff (1991) .... Maintenance Mechanic

Benson, Kim H. (1993) .... Faculty, Nursing
B.S.N., M.S.N. University of North Carolina at Greensboro.

Best, Dolores M. (1986) .... Chairperson, Library Services
B.A., Eastern Illinois University; M.S., University of Illinois; C.A.S, University of Illinois.

Blackburn, Larry G. (1981) .... Faculty, Chemistry
B.S. in mathematics and chemistry Pembroke State University; M.Ed. University of North Carolina at Greensboro; Additional studies at High Point College, Appalachian State University, and University of North Carolina at Greensboro.

Blackerby, Sherry S. (1988) .... Secretary, Student Development Services
B.A. Northern Illinois University.

Blevins, Lori (1993) .... **Secretary, Financial Aid**
A.A.S. in General Office Technology, A.G.E. in College Transfer, Certificate in Computer Office Automation Carteret Community College.

Bowser, Jane C. (1993) .... **Director, Learning Technology Services**
B.S. High Point University; M.S. University of North Carolina at Chapel Hill; Additional studies at University of North Carolina at Greensboro.

Branson, Mark K. (1983) .... **Faculty, English**
B.A. Lenoir Rhyne College; M.A., Ph.D. University of North Carolina at Greensboro; Additional graduate work at Western Carolina University.

Brooks, J. Bryan (1982) .... **President**
B.S.E., M.Ed, Ed.D. North Carolina State University

Broos, James. E. (1981) .... **Faculty, Data Processing**
B.S. High Point College; M.S. North Carolina A & T State University

Brown-Williams, Brenda (1993) .... **Coordinator, Literacy Services**
B.S. Shaw University; M.A. North Carolina A&T State University.

Bullin, Tammy (1979) .... **Purchasing/Equipment Specialist**

Bumgardner, Peggy E. (1969) .... **Secretary, Administrative Computer Services**
A.A.S. Davidson County Community College; Commercial Certificate University of North Carolina at Greensboro.

Burkhart, Dorthea D. (1969) .... **Faculty, English**
B.A. University of North Carolina at Greensboro; M.A. University of North Carolina at Chapel Hill; Additional studies at University of North Carolina at Greensboro.

Byerly, Don (1983) .... **Director, Maintenance Services**
A.A.S. Davidson County Community College; Additional studies at Davidson County Community College; North Carolina Electrical Contracting License.

Check, Nancy C. (1993) .... **Faculty, Nursing**
B.S. Russell Sage College, Troy, N.Y.; M.S.N. University of North Carolina at Greensboro; Certified in In-patient Obstetric Nursing.

Cloer, Barbara (1994) .... **Food Service, Child Development Center**

Cloer, Michael (1990) .... **Maintenance Mechanic**

Cole, Ann T. (1986) .... **Program Coordinator, Human Resources Development**
B.S. Campbell University; M.Ed. University of North Carolina at Greensboro; Additional studies at University of Georgia.

Cole, Robert E. (1967) .... **Chairperson, Mathematics and Science Division**
B.S., M.S., Ph.D. North Carolina State University; Additional studies at University of Georgia.

Collie, D. Joyce (1967) .... Faculty, Business
A.B. Meredith College; M.Ed. University of North Carolina at Greensboro; Additional course work at University of North Carolina at Greensboro, Winona State University, Memphis State University, and University of Wisconsin.

Cottrell, Judith L. (1969) .... Director, Admissions and Student Records
B.A., M.A. Wake Forest University; Additional studies at North Carolina State University.

Cowden, David A. (1983) .... Faculty, Physics
B.S. Bethany College, West Virginia; M.S. Clarkson College of Technology, Potsdam, New York; additional graduate work at University of North Carolina at Chapel Hill.

Craver, Gary B. (1977) .... Director, Services to Special Populations
B.S. High Point College; Additional studies at University of Virginia.

Crump, Willie Roy (1992) .... Maintenance Mechanic

Daniel, Mary E. (1990) .... Faculty, Health Information Technology
B.S. East Carolina University; Additional studies at University of North Carolina at Greensboro.

Dayvault, Julie K. (1994) .... Coordinator, Parent Education Services
A.A. St. Mary's College; B.A., M.S., M.Ed. Auburn University; Additional studies at University of North Carolina at Greensboro.

Dewasthali, Patti B. (1984) .... Faculty, Nursing
A.S. University of Delaware; B.S.N., M.S.N. University of North Carolina at Greensboro; Additional studies at University of North Carolina at Greensboro.

Dodd, Sara B. (1980) .... Coordinator, Financial Aid
B.A. Vanderbilt University; M.A.T. Emory University; Additional studies at University of North Carolina at Greensboro.

Driggers, Mary Rose (1989) .... Faculty, Nursing
A.N.S. Montreat Anderson College; B.S.N., M.S.N. University of North Carolina at Greensboro.

Dyer, C. Dorsey, Jr. (1991) .... Faculty, Economics
B.I.E., M.S. Georgia Institute of Technology; M.B.A. Appalachian State University; Additional studies at University of North Carolina at Greensboro.

Echerd, Betty A. (1987) .... Teacher, Child Development Center
A.A.S., Davidson County Community College.

Everhart, Glenda B. (1969) .... Faculty, Mathematics
B.S., M.A. Appalachian State University; Additional studies at University of North Carolina at Greensboro, University of North Carolina at Charlotte, and North Carolina State University.

Farmer, Brenda J. (1976) .... **Library Technician**
A.A.S. Caldwell Community College; A.A. Davidson County Community College; Additional studies at Davidson County Community College.

Ferree, Bette M. (1991) .... **Faculty, Nursing**
Diploma, Rex Hospital of Nursing; B.S.N. University of North Carolina at Charlotte; M.S.N. University of North Carolina at Greensboro.

Fletcher, Carolyn E. (1979) .... **Receptionist/Switchboard Operator**

Fowler, Ann R. (1981) .... **Faculty, English**
A.B. University of North Carolina at Greensboro; M.Ed. University of North Carolina at Chapel Hill.

Garitta, Anthony P. (1967) .... **Faculty, English**
B.S. Southern Connecticut State College; M.Ed., Ph.D. University of North Carolina at Greensboro.

Gentry, Madeline (1990) .... **Secretary, Davie Campus**
A.A.S. Winsalm Business College.

Gilles, Michael A. (1992) .... **Faculty, Paralegal**
B.A. University of Evansville, Indiana; M.A., Ph.D., University of Missouri; J.D. University of Georgia.

Gilliam, J. Lane (1968) .... **Faculty, Mathematics**
A.B. University of North Carolina at Chapel Hill; M.M. University of South Carolina; Additional studies at University of North Carolina at Chapel Hill and University of North Carolina at Greensboro.

Green, Clarence R. (1983) .... **Faculty, Electronics**
B.S. East Tennessee State University; M.S., Ph.D. Clemson University.

Grice, David S. (1974) .... **Faculty, Criminal Justice**
A.A.S. Davidson County Community College; B.S. University of North Carolina at Charlotte; M.S. University of North Carolina at Charlotte.

Gullick, Lynn G. (1994) .... **Faculty, Paralegal**
B.A., M.Ed. Auburn University; J.D. Emory University.

Hairston, Denee M. (1992) .... **Teacher, Child Development Center**
Davidson County Community College.

Hairston, Marian (1989) .... **Financial Aid Specialist**
A.A. Wingate Junior College; B.S. Appalachian State University.

Haney, Laura (1985) .... **Teacher, Child Development Center**
A.A.S. Davidson County Community College.

Harris, John C. (1983) .... **Maintenance Mechanic**

Hedrick, Karen V. (1975) .... **Coordinator, Instruction Center**
B.A. Meredith College.

Hinkle, Rebecca R. (1990) .... **Secretary, Instructional Services**
Diploma, Salisbury Business College.

Hipp, Brenda W. (1977) .... **Faculty, Child Development and Reading**
B.S., M.A. Appalachian State University; Additional studies at James Madison University, North Carolina State University, Appalachian State University, University of North Carolina at Greensboro, Western Carolina University, and University of North Carolina at Chapel Hill.

Hodges, Thomas L. (1972) .... **Faculty, Accounting**
B.S. Davidson College; M. B.A. University of North Carolina at Chapel Hill; Additional studies at Guilford College, New York Institute of Finance, and University of North Carolina at Greensboro; C.P.A., North Carolina.

Hodgin, Hubert H. (1987) .... **Dean, Instructional Services**
A.A. Louisburg College; A.B. Wofford College; M. Div. Duke University; M. Ed. North Carolina State University; Ed. D. North Carolina State University.

Hondros, Marsha S. (1984) .... **Faculty, Data Processing**
B.S. Southern Illinois University; M.S. North Carolina A & T State University.

Hondros, William V. (1973) .... **Counselor/Student Activities (Veteran's Coordinator)**
B.S., M.Ed. Western Carolina University; Additional studies at University of North Carolina at Greensboro.

Honeycutt, Richard A. (1981) .... **Faculty, Electronics**
B.S. Wake Forest University.

Hoover, Lola H. (1966) .... **Secretary, Instructional Services**
Diploma, Ashmore Business College.

Houser, Kimberly W. (1992) .... **Library Circulation Assistant**
B.A. Pfeiffer College.

Hullette, Donna (1990) .... **Secretary, Instructional Services**
A.A.S. Davidson County Community College.

Hunt, Irma (1972) .... **Faculty, Nursing**
B.S., M.S.N. University of North Carolina Greensboro.

Hussey, Thomas D. (1968) .... **Program Director, Continuing Education**
B.S. North Carolina State University.

Inabinett, William E. (1967) .... Dean, Administrative and Personnel Services
B.S., M.A. East Carolina University; Ed.D. Duke University.

Jarrell, Deneen S. (1994) .... Teacher, Child Development Center
A.A. Davidson County Community College; B.A. High Point University.

Johnson, Tracy L. (1988) .... Secretary, President's Office
A.A.S. Davidson County Commuity College; Additional studies at High Point University.

Jones, Eugene (1990) .... Coordinator, Basic Law Enforcement Training
B.A. State University of New York; M.S. University of Southern California; M.A. Webster University; Additional studies at University of Virginia, Federal Bureau of Investigation Academy, Los Angeles Metropolitan College, U.S. Air Force Educational Development Center, North Carolina A & T State University.

Jones, Jeanette S. (1973) .... Secretary, Registration/Records
Notary, Davidson County Community College.

Jones, Kimberly C. (1994) .... Teacher, Child Development Center
Vocational Diploma, Davidson County Community College.

Jones, Rickey D. (1974) .... Faculty, Industrial Maintenance and Welding
Davidson County Community College.

Joss, Kristin L. (1992) .... Faculty, French/English
B.A. Case Western Reserve University; M.Ed. University of North Carolina at Greensboro; Additional studies at Case Western Reserve University, North Carolina A & T State University; University of Strasbourg (France), and University of North Carolina at Greensboro.

Kepley, Johnny R. (1976) .... Faculty, Automotive Mechanics
Davidson County Community College; General Motors, A.V.T. Graduate; ASE Certified Master Automotive Technician; Chrysler Training Center Graduate; Certified G.M. S.E.T. Course.

Kepley, Larry F. (1990) .... Regional Coordinator, Criminal Justice
B.S. Georgia State University; Additional studies at the University of Georgia.

Kernstine, Myra B. (1977) .... Coordinator, Instruction Center
B.A. Elon College; Additional studies at Wake Forest University.

Kirk, Kenneth (1991) .... Admissions Specialist
B.S. North Carolina A&T State University; Additional studies at North Carolina A & T State University.

Kirk, Scott T. (1994) .... Maintenance Mechanic

Klopp, Lynn S. (1985) .... Secretary, Instructional Services
A.A.S. Davidson County Community College; Diploma, Winsalm Business College.

Koontz, Sharon C. (1975) .... **Secretary, Instructional Services**
A.A.S. Davidson County Community College.

Labosky, Jennifer A. (1988) .... **Chairperson, Paralegal Technology Division**
B.A., J.D. Wake Forest University.

LaLonde, Margaret Elizabeth (1992) .... **Faculty, Psychology**
B.A., M.A. University of North Carolina at Greensboro; Additional studies at University of North Carolina at Greensboro.

Langfitt, Sue D. (1988) .... **Instructor, Human Resources Development**
B. A. Rhodes College.

Lanning, Donald L. (1967) .... **Program Director, Continuing Education**
A.A. Oak Ridge Military Academy; B.A. Catawba College; M.Ed. University of North Carolina at Greensboro; Additional studies at University of North Carolina at Greensboro; North Carolina State University.

Laventure, Suzanne C. (1994) .... **Faculty, Spanish**
B.A. Wake Forest University; M.A. University of Illinois.

Lawrence, Deborah H. (1985) .... **Computer Operator/Programmer**
A.A.S., Davidson County Community College.

Lee, James C. (1992) .... **Faculty, Paralegal**
B.S. Limestone College; J.D. Duke University.

Leeds, Madeleine .... **Coordinator, Child Care Training Services**
B.A. Boston University; M.Ed. University of North Carolina at Greensboro.

Leonard, Judy L. (1976) .... **Bookstore Manager**
Diploma, Ashmore Business College.

Leonard, Julia C. (1986) .... **Secretary, Instructional Services**
A.A.S. Davidson County Community College.

Lindberg, Earl F. (1971) .... **Faculty, Biology**
B.S. Ball State University; M.S. Indiana University; Additional studies at University of California at Berkeley, University of Minnesota, University of North Carolina at Greensboro and Winona State University (Minnesota).

Livengood, Judith W. (1974) .... **Payroll Specialist**
Diploma, Lexington Business College.

Livengood, Delores P. (1986) .... **Faculty, Paralegal**
A.A.S. Davidson County Community College; Additional studies at Appalachian State University, Guilford Technical Community College, Forsyth Technical College.

Louia, Kay F. (1986) .... **Bookstore Clerk**

Louia, Shirley A. (1990) .... **Bookstore Clerk**

McDade, Jewell (1971) .... **Secretary, Personnel Services**

McIntosh, Joe E. (1987) .... **Admissions and Minority Services Officer**
B.A. North Carolina State University; Additional studies at North Carolina A & T State University.

McMurray, Ann H. (1989) .... **Development Officer**
A.A. Louisburg College; B.A. University of North Carolina at Charlotte; Additional studies at University of North Carolina at Greensboro.

Michael, Dana L. (1993) .... **Faculty, Biology**
A.S. Wilkes Community College; B.S., M.A. Appalachian State University.

Mickey, Sharon (1987) .... **Library Assistant**
B.S. Radford University.

Miles, Burnley L. (1992) .... **Chairperson, Engineering and Mechanical Technology Division**
B.A. Brown University; B.S. University of Pittsburgh; M.S. Air Force Institute of Technology.

Miller, Celia G. (1994) .... **Secretary, Child Care Training Services/Parent Education Services**
A.A.S. Davidson County Community College.

Miller, Steven (1978) .... **Chairperson, Business Technology Division**
B.S. Wake Forest University; M.B.A. University of Georgia; Ed.D. University of North Carolina at Greensboro.

Morse, Edwin B., Jr. (1983) .... **Dean, Student Development Services/Affirmative Action Officer**
B.S. Virginia Polytechnic Institute and State University; M.A. Michigan State University; CAGS and Ed.D. Virginia Polytechnic Institute and State University.

Mowery, Hazel E. (1985) .... **Secretary, Instructional Services**
Diploma, A.A.S. Midlands Technical College.

Murdock, Elizabeth R. (1979) .... **Secretary, Instructional Services**
A.A.S. Davidson County Community College; B.S. High Point University.

Nelson, Dawn B. (1993) .... **Switchboard Operator/Mailroom Clerk**

Newsome, Bette M. (1983) .... **Director, Institutional Effectiveness**
B.S. Longwood College; M.A.T. University of Virginia.

Oakley, J. Ronald (1966) .... Chairperson, Social Science Division
A.B., M.A. University of North Carolina at Chapel Hill; Ed.D. University of North Carolina at Greensboro; Additional studies at University of North Carolina at Chapel Hill.

O'Bryant, Dale S. (1983) .... Director, Administrative Computer Services
A.A.S., Rockingham Community College; B.A.S.,Winston-Salem State University.

Orren, Anne B. (1967) .... Counselor/Testing
A.B. Duke University; M.Ed. University of North Carolina at Greensboro; Additional studies at University of North Carolina at Greensboro.

Osborne, III, Charles E. (1991) .... Regional Coordinator, Fire and Rescue Services
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Parks, J. Randall (1981) .... Faculty, Air Conditioning
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Perrell, Billy J. (1973) .... Director, Facility Services

Perrell, Juanita (1993) .... Print Room Operator

Phelps, Rhonda (1988) .... Accounts Payable Specialist
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Phelps, Robert (1993) .... Job Placement Officer
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Phillips, Patricia L. (1991) .... Coordinator, Instruction Center
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Pierce, H. Louise (1979) .... Library Technician
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Poetzinger, Jack (1969) .... Faculty, Business
B.S., M.B.A. Kent State University; Ed.D. University of North Carolina at Greensboro.

Poole, Patricia (1990) .... Faculty, Paralegal
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Poston, Jo Ann D. (1976) .... Faculty, Music
B.M.Ed. James Madison University; M.M. University of North Carolina at Greensboro; Additional studies at University of North Carolina at Greensboro, Westminster Choir College, Eastman School of Music (University of Rochester), University of Oregon.

Potts, Nancy C. (1965) .... **Chairperson, Fine Arts and Humanities Division**
A.B. Catawba College; M.Ed. University of North Carolina at Chapel Hill; Additional studies at University of North Carolina at Greensboro and Appalachian State University.

Prevette, William L. (1979) .... **Faculty, Machinist**
Newport News Ship Apprentice School.

Reino, J. Dale (1994) .... **Faculty, Cosmetology**
Vocational Diploma, All-American Beauty Academy.

Rohrbaugh, Suzanne (1993) .... **Faculty, Phlebotomy**
B.S. University of North Carolina at Greensboro; Certificate, Bowman Gray School of Medicine.

Rosa, Beth (1992) .... **Accounts Receivable Specialist**

Rowe, Lynn P. (1995) .... **Administrative Assistant, President's Office**
A.A.S. Davidson County Community College.

Russo, Linda J. (1994) .... **Teacher, Child Development Center**
Vocational Diploma, Davidson County Community College.

Scyphers, Bryan M. (1992) .... **Chairperson, Public Safety Services**
B.S. Virginia Polytechnic and State University; M.Ed. University of North Carolina at Greensboro.

Sechler, Barbara B. (1988) .... **Faculty, Nursing**
A.A.S. Rowan-Cabarrus Community College; B.S. Appalachian State University; M.S.N. University of North Carolina at Greensboro.

Sechrist, Jacqueline M. (1966) .... **Faculty, Business**
B.S.S.A. University of North Carolina at Greensboro; M.Ed. University of North Carolina at Greensboro; Additional course work at University of North Carolina at Greensboro, North Carolina State University, and University of Wisconsin.

Seltz, Stephen W. (1976) .... **Faculty, Sociology and Psychology**
B.A. North Carolina State University; M.A. University of North Carolina at Greensboro; Additional studies at Duke University and University of North Carolina at Greensboro.

Seuberling, Barbara J. (1975) .... **Librarian**
B.S. University of Nebraska; M.L.S. University of North Carolina at Greensboro.

Shipton, Jeff (1993) .... **Faculty, Maintenance Mechanic**

Shoemaker, Patricia P. (1980) .... **Chairperson, Human Services and Health Division**
B.S.N. Medical College of Virginia; M.S.N. University of North Carolina at Greensboro; Additional studies at University of North Carolina at Greensboro.

Sink, Judy W. (1982) .... **Secretary, Instructional Services**
Diploma, Ashmore Business College.

Sink, Steve D. (1981) .... **Faculty, Electronics**
B.S. North Carolina State University; M.S. University of Florida.

Sink, Teresa B. (1982) .... **Faculty, Mathematics**
B.S. Appalachian State University; M.Ed. University of North Carolina at Greensboro; Additional studies at University of North Carolina at Greensboro.

Smith, Alexis J. (1993) .... **Faculty, Personnel Management**
B.A. Wake Forest University; M.B.A. University of North Carolina at Greensboro.

Su, Chao Shan (1970) .... **Faculty, Drafting**
B.S. National Taiwan University; M.S., Ph.D. North Carolina State University; Additional studies at East Carolina University, National Kyushu University.

Surgeon, Doris Elaine (1991) .... **Faculty, Business and Data Processing**
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Swicegood, Paul Leon (1992) .... **Maintenance Mechanic**

Swing, Brenda S. (1982) .... **Secretary, Instructional Services**

Thomas, John B. (1971) .... **Dean, College Services, Davie County**
B.A. Western Carolina University; M.Ln. Emory University; Additional studies at University of Tennessee, Portland State University.

Threadgill, Jonna L. (1986) .... **Secretary, Registration/Records**
A.A.S., Certificate Davidson County Community College.

Tobin, Annette W. (1985) .... **Teacher, Child Development Center**
A.A.S. Davidson County Community College.

Tucker, A. Stanley (1995) .... **Faculty, Plastics Manufacturing Technology**
A.A. Amarillo Junior College; B.S. University of Arkansas.

Vinson, Trisha W. (1977) .... **Secretary, Registration/Reports/Records**
A.A.S. West Georgia College.

Vorsteg, Robert H. (1976) .... **Faculty, English/Philosophy**
B.A. Florida State University; M.A., Ph.D Ohio State University.

Weston, Debra F. (1992) .... **Faculty, English/Speech**
B.A., B.S., M.Ed.,Ph.D. University of North Caorlina at Greensboro; .Additional studies at University of North Carolina at Greensboro.

Whicker, Leesa (1994) .... Faculty, Medical Assisting
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White, Lila (1988) .... Head Cashier

White, Roger S. (1987) .... Director, Financial Services
B.S. Virginia Commonwealth University; M.S. Radford University; Additional studies at Virginia Polytechnic Institute & State University and Lynchburg College.

Whitfield, Ashley E. (1969) .... Faculty, History/Sociology
B.A, M.A. Wake Forest University; Additional studies at University of North Carolina at Greensboro, and Wake Forest University.

Williams, Christine L. (1980) .... Coordinator, Instructional Support Services
A.A.S. Davidson County Community College; B.S. High Point College; Additional studies at University of North Carolina at Greensboro.

Williams, Gloria H. (1971) .... Secretary, Admissions/Student Records
Commercial Certificate, University of North Carolina at Greensboro.

Wilson, Jacqueline (1991) .... Secretary, Instructional Services
Diploma, Miller-Motte Business College.

Winslow, William E. (1976) .... Faculty, Business
B.S., M.B.A. University of North Carolina at Greensboro; Additional studies at University of North Carolina at Greensboro and North Carolina State University.

Wyatt, Aldena R. (1981) .... Director, Child Development Center
A.A.S. Davidson County Community College.

Wyatt, Rufus (1988) .... Maintenance Mechanic

Yates, Terri S. (1992) .... Faculty, Business Computer Programming and Mathematics
B.S., M.A. Wake Forest University; Additional studies at North Carolina State University and University of North Carolina at Greensboro.

Zimmerman, Judy F. (1976) .... Chairperson, Literacy Services
B.S, M.Ed. University of North Carolina at Greensboro.

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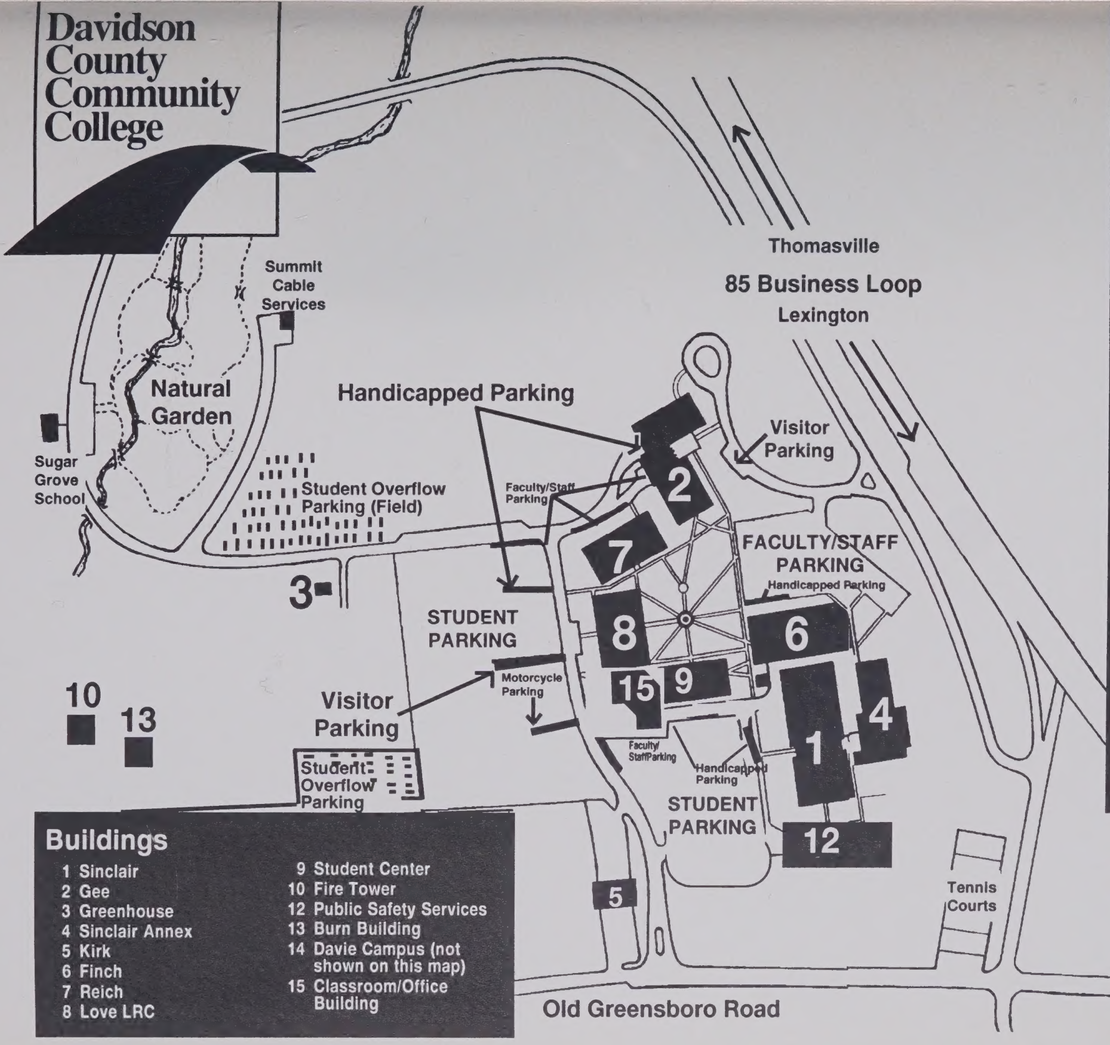
Davidson County Community College



Davidson Campus
P. O. Box 1287
Lexington NC 27293-1287
704-249-8186
910-475-7181

The campus is located halfway between Thomasville and Lexington at the intersection of 85 Business Loop and Old Greensboro Road. If you are coming to DCCC from the Greensboro area on I-85, take Exit 118 for the Business Loop.

If you are coming to DCCC from the Salisbury area on I-85, take Exit 87 for the Business Loop.

Davie Campus
1205 Salisbury Road
Mocksville NC 27028
704-634-2885

The Davie Campus is located at 1205 Salisbury Road (Highway 601) across from Davie High School.

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